



Shelby County Tennessee

Mark H. Luttrell, Jr., Mayor

Request for Proposal Shelby County Government Purchasing Department

160 N. Main, Suite 900
Memphis, TN 38103

Issued: March 26, 2015

Due: April 20, 2015 no later than 3:00 P.M. (Central Standard Time)

RFP #15-003-40

Residential Drug and Alcohol Treatment Services (Shelby County Drug Court)

Shelby County Government is soliciting written proposals, on a competitive basis from interested and qualified companies or professionals to conduct residential drug and alcohol treatment services, to include mental health treatment diagnosis and medication management in compliance with U.S.C.S. Rule 1200-8-17-06 and the laws of the state of Tennessee. Information regarding this RFP is located on the County's website at www.shelbycountyttn.gov. At the top of the home page, click on the links "Department", "P" for the Purchasing Department and "Bids" to locate the name of the above-described RFP.

The proposal, as submitted, should include all estimated costs related to the services requested in this RFP. If selected, your proposal will be the basis for negotiating a contract with Shelby County Government. Your proposal must be received in the office of Purchasing **no later than 3:00 p.m. on April 20, 2015**. Proposals should be addressed to:

Andre Z. Woods, Buyer
Shelby County Government
Purchasing Department
160 N. Main St., Suite 900
Memphis, TN 38103

The package containing an original (clearly identified as original) and five (5) copies of your proposal must be sealed and marked with the Proposer's name and "CONFIDENTIAL, RESIDENTIAL DRUG AND ALCOHOL TREATMENT SERVICES, RFP #15-003-40" noted on the outside.

Sincerely,

Andre Z. Woods, Buyer
Shelby County Government
Purchasing Department

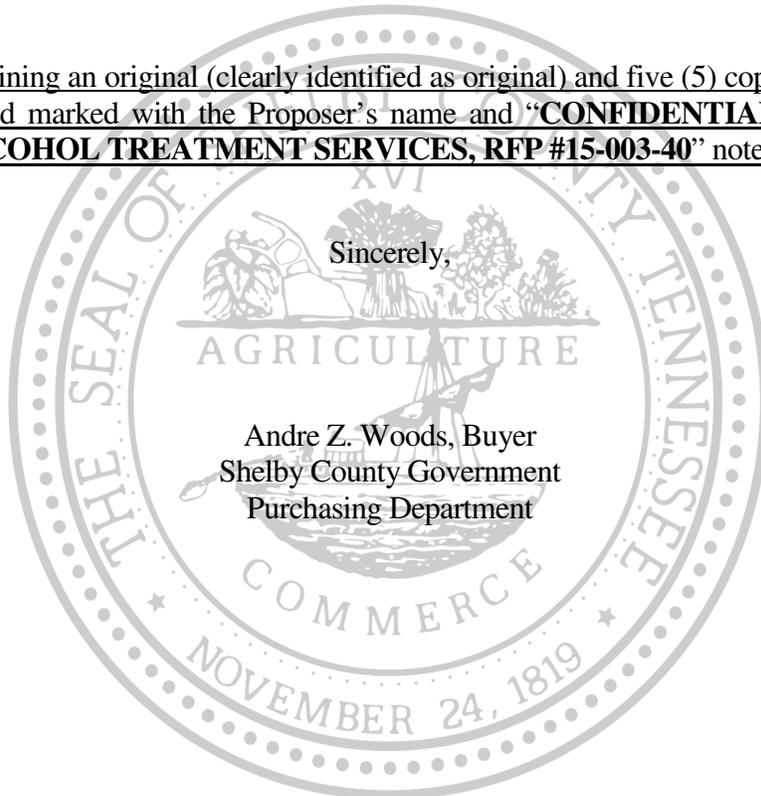


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Note: Please make sure you pay close attention to Sections: I-V, IX & XI. These sections will clearly outline what information is required to properly respond and prepare your RFP response.

Please download all of the additional information and attachments that accompany this RFP.

I. INTRODUCTION

Shelby County Government (the “County”), on behalf of the Shelby County Drug Court (SCDC) is seeking proposals from interested and qualified companies or professionals to provide residential drug and alcohol treatment services in compliance with U.S.C.S. Rule 1200-8-17-06 and the laws of the State of Tennessee, Department of Mental Health and Substance Abuse Services (the “Services”). The intent of the Shelby County Drug Court Treatment Program is to provide an immediate therapeutic response to drug and alcohol abusing offenders while maintaining offender accountability to the Court. The Shelby County Drug Court combines substance abuse treatment, mental health services to include diagnosis and medication prescription and management, regular random drug screens, and a program of incentives and sanctions along with judicial oversight. This Request for Proposal (“RFP”) is being released to invite interested and qualified companies or professionals to prepare and submit proposals in accordance with instructions provided where the successful candidate(s) will be selected and invited to enter into a contractual relationship with Shelby County for the Services outlined in this RFP. In this RFP, the terms Proposer and Provider are used interchangeably unless the context indicates otherwise.

II. MINIMUM PROPOSER REQUIREMENTS

All Proposers must:

1. Have a minimum of three (3) years experience as a State-Licensed provider of Adult Chemically Dependent Treatment services.
2. Be able to provide the Services in a confidential and professional manner.
3. Be able to provide gender-based treatment services.
4. Have a Tennessee State certification for residential treatment of non-violent substance abuse offenders.
5. Have sufficient, competent and skilled staff, with experience in performing the Services.
6. All counselors conducting groups must have at least 5 years’ experience treating dually diagnosed clients. Master’s Degree, LCSW, or LADAC preferred.
7. Have a licensed physician or nurse practitioner onsite to prescribe medication.
8. Utilize the Matrix Model, integrating the Hazelden Co-occurring Disorders Program (CPD) in the treatment of clients participating in this project.
9. Have all appropriate licenses and certifications required in the State of Tennessee to perform the Services and procure all permits, pay all charges, taxes and fees.
10. **Apply and qualify** for a vendor number and an Equal Opportunity Compliance (EOC) certification number (*see the details below*). ***Both numbers must be obtained prior to submitting your response.***
11. Provide a written statement of compliance that you adhere to all Title VI requirements and provide proof/documentation if necessary.
12. Provide proof of the minimum insurance requirements (**MANDATORY**, please review closely).

13. Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act” (effective date of 01/01/12). *Proof and documentation of employment eligibility must be included with the proposal.*

Please Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an “Equal Opportunity Compliance (EOC)” certification number.

You can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

At the top of the home page, click on the links “Department”, “P” for the Purchasing Department and “Conducting Business with Shelby County”. The “Vendor Registration” link is at the bottom of the drop down box. Please download the application instructions and read thoroughly prior to accessing the application. (Applications for a vendor number are accepted online only.)

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

At the top of the home page, click on the links “Department”, “E” for the Equal Opportunity Compliance and “Contract Compliance Program”. The “Contract Compliance Packet” link is in the middle of the page. Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 200, Memphis, TN 38103. The fax number is 901-222-1101.

If you have any questions regarding the applications, you may contact Purchasing at (901) 222-2250 or the EOC Administration at (901) 222-1100.

III. CORRESPONDENCE

All correspondence, proposals and questions concerning the RFP are to be submitted to:

**Andre Z. Woods, Buyer
Shelby County Government
160 N. Main St. Suite 900
Memphis, TN 38103**

Respondents requesting additional information or clarification are to contact Mr. Andre Z. Woods in writing at andre.woods@shelbycountytn.gov or at the address listed above. Questions should reference the section of the RFP to which the question pertains and all contact information for the person submitting the questions. ***IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be April 13, 2015 by 12:00 p.m. (CST).*** These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Note: All written questions submitted by the deadline indicated above will be answered and posted on the County's website at www.shelbycountytn.gov under Purchasing Department 'Bid' within 48 hours of the above cut-off date..

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this RFP may disqualify your company from further consideration.

IV. PROPOSAL SUBMISSION & DEADLINE

All proposals must be received at the address listed above no later than April 20, 2015 **@ 3:00 p.m. (CST).** Facsimile or e-mailed proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended.

V. PROPOSAL TIMELINE

Shelby County reserves the right to modify this timeline at any time. If the due date for proposals is changed, all prospective proposers shall be notified.

Request for Proposals Released	Thursday, March 26, 2015
Questions Due Date	Monday, April 13, 2015 by 12:00 P.M .
Proposal Due Date	Monday, April 20, 2015 by 3:00 P.M. (CST)
Notification of Award	April – May 2015
Services to Commence	July 1, 2015 or immediately upon execution of the contract.

The County may reproduce any of the proposer's proposal and supporting documents for internal use or for any other purpose required by law.

VI. PROPOSAL CONDITIONS

A. Contingencies

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all proposers, in writing, if the County rejects all proposals.

B. Modifications

The County reserves the right to issue addenda or amendments to this RFP.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the proposer's responsibility to ensure that its proposals arrive on or before the specified time.

D. Incurred Costs

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this RFP and proposers agree that all costs incurred in developing this RFP are the proposer's responsibility.

E. Final Authority

The final authority to award a contract rests solely with the Shelby County Purchasing Department.

F. Proposal Validity

Proposals submitted hereunder will be firm for at least ninety (90) calendar days from the due date unless otherwise qualified.

G. Disclosure of Proposal Contents

The contractor understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County Government.

H. LOSB

The County encourages the utilization of locally-owned small businesses as sources of subcontract work. The County notifies all respondents that all firms and/or individuals shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Title VI of the Civil Rights Act of 1964, as amended.

LOCALLY OWNED SMALL BUSINESS PURCHASING PROGRAM RULES AND REGULATIONS:

- (i) The Administrator of Purchasing in conjunction with the Administrator of EOC shall identify certain goods and services required by the County to be set aside for special purchasing procedures for locally owned small businesses.
- (ii) Only certified locally owned small businesses will be allowed to submit competitive bids on the goods or services identified under paragraph (i) above.
- (iii) The Administrator of Purchasing shall, in conjunction with the Administrator of EOC, annually review the Shelby County Capital Improvement Program to determine those projects with a construction cost of \$250,000 or more. Contracts amounting to at least ten (10%) of the construction costs of such project shall be awarded to locally owned small businesses as defined herein, except as set forth in sub-paragraph (vi) of this section, either as part of the conditions of the solicitation for general contractors bidding on these projects, or as separate bids issued by the County for subcontracts that may be assigned to general contractors.
- (iv) After adhering to all other bidding and purchasing requirements of the County, not inconsistent with this part, if no bids are received from locally owned small businesses, then the County may solicit bids for the goods or services from all other sources.
- (v) On all purchases and/or contracts entered into by the County, the Purchasing Administrator or his or her designee shall have the right to negotiate with any supplier of goods or services to the County for the inclusion of locally owned small business subcontractors and/or suppliers in the contract award.
- (vi) Failure by a supplier or contractor to include locally owned small business sub-contractors or suppliers in its bid or contract may be grounds for rejection of said bid or contract unless the supplier or contractor can show documented evidence of good cause why none were included.

(vii) Any locally owned small business awarded a contract or purchase order under this section shall not sublet, subcontract or assign any work or services awarded to it without the prior written consent of the Mayor or the Purchasing Administrator.

(viii) As to those purchases below the requirement for a formal bid solicitation (currently, under \$15,000) and not included in the locally owned small business set aside, the Administrator of Purchasing shall determine if any locally owned small business offers that product or service. If so, at least one such eligible locally owned small business should be included in the vendors contacted for an opportunity to bid, and the Administrator of Purchasing may, at his discretion, designate in a purchase order the purchase of such goods and services from the identified locally owned small business.

(ix) In those situations where a locally owned small business as defined herein, engages in open competitive bidding for County contracts, the Administrator of Purchasing shall provide for a preference for the locally owned small business where responsibility and quality are equal. Said preferences shall not exceed five percent (5%) of the lowest possible bidder meeting specifications. The preference shall be applied on a sliding scale in the following manner:

- a. A preference of up to five percent (5%) shall be allowed for contracts up to \$500,000.00;
- b. A preference of up to three and five-tenths percent (3.5%) shall be allowed for contracts up to \$750,000.00;
- c. A preference of two and one-half percent (2.5%) shall be allowed for contracts up to \$1,000,000.00;
- d. A preference of two percent (2%) shall be allowed for contracts that exceed \$1,000,000.00.

(x) For construction contracts over \$2,000,000.00, the Administrator of Purchasing shall provide for a preference of two percent (2%) to general contractors meeting the requirements of Section 1, Subparagraph B, if fifty percent (50%) or more of the total work comprising the bid has been or will be awarded to certified locally owned small businesses. The fifty percent (50%) subcontracting threshold must be met prior to contract execution.

(xi) The Administrator of Purchasing may divide a single bid package for any purchase of goods and services into two or more smaller bid packages in any case that the Administrator of Purchasing reasonably believes that the smaller bid packages will result in a greater number of bids by locally owned small businesses.

(xii) The Administrator of Purchasing, upon approval of the County Mayor, may establish special insurance and bonding requirements for certified locally owned

small businesses so long as they are not in conflict with the laws of the State of Tennessee.

(xiii) The Administrator of Purchasing, with the approval of the County Mayor, shall adopt and promulgate, and may from time to time, amend rules and regulations not inconsistent with the provisions of this ordinance, governing the purchase of goods and services from locally owned small business concerns to effectuate and implement the Locally Owned Small Business Purchasing Program within the intent of this ordinance.

(xiv) The Administrator of EOC shall, in conjunction with the Administrator of Purchasing, provide a written quarterly report to the Mayor and Board of Commissioners which shall include a summary of the purchases selected for this program, a listing of the contracts awarded to locally owned small businesses for the period, and the dollar amounts of each such contract, and the percentage which such contracts bear to the total amount of purchases for the period.

VII. GENERAL REQUIREMENTS AND INFORMATION

A. Background

In 1997, Shelby County created a part time Drug Court presided over by the Honorable Tim Dwyer. The Shelby County Drug Court (SCDC) operated part time until it became a full time Drug Court Treatment Program in the fall of 2000. Keeping in mind of those more severely addicted, the SCDC obtained funding in 2006 to include residential drug and alcohol treatment services. Since its inception, the SCDC has proven successful in encouraging offenders to enter into treatment and complete a program suitable to their treatment needs.

The mission of the SCDC, an award winning national mentor, is to provide a treatment alternative to incarceration for non-violent adult offenders with substance abuse problems in the Shelby County area, in response to the increase in drug related charges. The SCDC's success is attributable to the collaborative efforts of every team member including a Judge, three (3) Public Defenders, a Prosecutor, an Advising Coordinator, a Residential Grant Coordinator, and five (5) Counselors. The combined efforts of other courts, probation/pretrial authorities, law enforcement, community medical professionals, vocational and educational agencies, and transitional living and housing agencies all play an integral part in assisting defendants to take an active role in reshaping their lives.

The Shelby County Drug Court solicits proposals from providers of Residential Drug and Alcohol Treatment Services to participate in a program designed to divert and treat offenders with drug and alcohol addiction charged with possession of illegal drugs, driving under the influence of drugs and/or alcohol, or substance abuse related charges.

B. Scope of Contract

The County wishes to engage in a contractual relationship with the best-qualified provider selected through a competitive process that will work well with the County's personnel in the performance of the Services in a manner that is cost-effective and practical of which price is but one of the selection criteria. The Proposer must be able to provide intensive gender-based, residential substance abuse treatment services and to observe and practice the highest level of diligence.

C. Project Time Frame

The initial contract term will begin on July 1, 2015 through June 30, 2016, with the option to renew for two (2) additional one (1) year periods, July 1, 2015 through June 30, 2016 and July 1, 2016 through June 30, 2017, with the same terms and conditions and satisfactory performance of all criteria and subject to the availability of funds for each renewal period. The optional renewal periods will be upon mutual written consent of both parties. The Provider must be prepared to begin immediately upon receipt of a Notice to Proceed.

D. Reservation of Rights

The County reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or to issue a new RFP.

The County may at any reasonable time, at its expense, make an audit of the Provider's books relative to the Accounts.

E. Selection Criteria

Each proposal response will be evaluated on the criteria outlined in Section XII of this document. Each proposer should set out in its response to this RFP to clearly identify the qualifications of its company and each individual who will work on this project.

As part of the qualification process each vendor will be required to apply for an EOC # and provide workforce utilization information. Please contact the EOC Administration @ 901-222-1100 to obtain the necessary documents and to ask any questions that you may have regarding this information.

During the evaluation process, Shelby County Government reserves the right to consider the vendor's EOC status in the evaluation.

F. Additional Information and References

Any additional information that would be helpful to the County in evaluating a proposal, including references.

VIII. AWARD OF CONTRACT

Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor.

IX. PURPOSE / SCOPE OF WORK

To select the best-qualified proposer (hereinafter referred to as “Provider”) and award a County-approved contract for professional services to perform the Services and to satisfactorily complete all activities associated with the Services.

Services Required

A. Residential Drug Treatment Service

1. Describe the treatment philosophy and interventions to be employed in treatment (e.g., 12-step cognitive-behavioral, group vs. individual) that will be implemented as treatment. Indicate intervention treatment success and how success has been or will be measured. Discuss the means of data integrity.
2. Describe your organization's current and future capacity to provide residential treatment services for chemically dependant non-violent offenders described by this RFP and your plans for organizing your service delivery system as well as the current client-to-staff ratio.
3. Describe the clinical interventions you believe will be most effective, and your plans for providing treatment and services to the clients and their families where both mental health and substance abuse needs exist. Preferred Living in Balance and/or Matrix Model, integrating the Hazelden Co-occurring Disorders Program (CPD) in the treatment of clients participating in this program. State how the implementation of those processes will be communicated to the SCDC and its various components.
4. Describe how the program will monitor the effectiveness and quality of the services and ensure that services are being provided based on proven evidence based practices specific to the client population.
5. Describe how individualized treatment plans are developed for each client's strengths and needs. State how often the plan is reviewed or revised, and how those revisions will be communicated to the SCDC and its various components.

6. Describe your agency's approach to involving families and significant others in the treatment planning and treatment decisions for the clients. Provide supporting information on your organization's activities involving family and significant others.
7. Describe how your agency will be involved in post treatment follow-up care and list the respective time frame for follow-up services.
8. Describe how the treatment services will serve clients from different cultures in the community.
9. Describe how the program addresses anger management, violence prevention, drug dealing, gang participation, and victimization issues.
10. All clients will be enrolled in the residential alcohol and drug treatment services. Residential Alcohol & Drug Treatment services will be provided at the provider's facility and will consist (at a minimum) of the following:
 - a. The Provider will conduct an initial assessment to determine the level of substance abuse, biopsychosocial needs, and diagnose any mental health disorder for each client upon intake. **This will include conducting assessments of in custody offenders if necessary.**
 - b. The Provider will meet with clients individually a minimum of 1-2 times weekly to assess progress and/or lack of progress towards treatment plan.
 - c. The Provider will conduct group sessions and clients will be required to attend at least 4 times daily (as determined to attain treatment plan goals and objectives).
 - d. The Provider will arrange for client access to recovery meetings to assist with Alcoholic Anonymous, Narcotics Anonymous, and Cocaine Anonymous education and assist with obtainment of sponsorship.
 - e. The Provider should hold parents enrolled in the Shelby County Drug Court Treatment program to be required to complete a "parenting class" during the program. A copy of curriculum must be submitted with proposal. Provisions of such services shall be documented and reported to the court.
 - f. The Provider should communicate services to clients for education and job placement. Such services may be provided directly by the agency or indirectly by referrals to other service providers. Provisions of such services shall be documented and reported to the court on a regular basis.
 - g. The Provider must submit a policy for Limited English Proficient clients.

- h. All groups will be conducted by a counselor with a minimum of 5 years experience, Master's Degree, LCSW, or LADAC preferred.
11. The Provider must be willing to enroll client in ADAT program if eligible.
12. The Provider must be willing to conduct group therapy sessions specifically designed for clients whose drug of choice is methamphetamine or heroin, if requested.
13. The Provider must be willing to enroll client in outpatient treatment if your facility has an outpatient program.

B. Medication Management

1. Must have a physician or nurse practitioner onsite to prescribe medication for dually diagnosed patients.
2. Perform medication management services.
3. Must show proof of assisting participants in obtaining affordable pharmacy coverage through TennCare, Families First, or other qualified agencies.

C. Regular Random Drug Testing

1. The Provider will supply urinalysis-testing services with results that can be transmitted electronically.
2. The Provider shall also utilize breathalyzers and instant urine drug tests (which include suboxone) for random screens.
3. **Urine Drug Screens (UDS)** should be done on a *random* basis with at least the following frequency:

One (1) drug screen per week-- (additional screens should be taken if allowed to leave the premises for purposes deemed necessary by the Provider and Drug Court staff) Results need to be communicated to the court within 24 hours.

4. Drugs available for identification through urinalysis with confirmation of quantitative levels of THC will include:
 - a) Cocaine
 - b) Opiates
 - c) Amphétamines
 - d) Barbituriques
 - e) Marijuana (THC métabolite)
 - f) Benzodiazepine
 - g) Alcohol

A creatinine level must be reported for each test. All positive results must be confirmed by GCMS. The Provider must have the ability to test for K2, MDPV, Mephedrone, and any other synthetic stimulants if requested.

All drug screens must be **observed** by the Provider during collections **following chain of custody requirements using Drug Court policy and procedure.**

D. Reporting

1. The Provider should communicate their capability to accurately enter specific client data in a timely fashion. Treatment Providers are responsible for keeping records that reflect a client's chronological history of both positive and negative drug screens, group attendance, and individual sessions. These records must be brought to court for a weekly status. All drug screens will be entered into TNWITS by the provider.
2. Weekly reports outlining each client's treatment progress should be submitted to the Shelby County Drug Court by the deadline established by SCDC. Progress and status reports should be addressed to "Shelby County Drug Court" and include the respective Provider's staff signature and date of writing. This report should outline a client's compliance in attending weekly Alcoholics Anonymous, Narcotics Anonymous, or Cocaine Anonymous meetings, Clinical Group, Individual Therapy Sessions, and any other counseling sessions to include Parenting, Family, Anger Management, Job Readiness, etc. This weekly report should also list individual client's performance and attendance in groups, individual sessions, and any other counseling sessions, as well as stepwork with sponsor. The Provider must enter this information into TNWITS. The Provider must be willing to participate in training to utilize the application and be approved by the state to access TNWITS. This will require the Provider to have access to the internet.
3. **Shelby County Drug Court staff should be notified within 24 hours:**
 - a. If client leaves the program without approval or permission
 - b. If drug screens are positive or diluted
 - c. If a client fails to produce specimen adequate for testing
 - d. If client is arrested
 - e. If client is hospitalized
 - f. If a client admits to using any drugs and/or alcohol (to also include those characterized as synthetic).
 - g. If a client is caught using, distributing, selling, or harboring any drugs and/or alcohol or paraphernalia (to also include those characterized as synthetic).

4. The Provider is required to utilize electronic communications via email and facsimile to immediately report updates pertaining to drug screens and treatment, no later than within 24 hours upon receipt of information, and be able to provide the appropriate attachments.
5. The Provider must have a staff member available to report to court once weekly for status updates.
6. During the assessment process, a release of information will be signed by the client authorizing the dissemination of the above mentioned performance data to all Shelby County Drug Court staff. **Failure to sign such a release of information will immediately disqualify the client from services derived from this contract.** Shelby County Drug Court staff will immediately be notified of the client's failure to sign the release of information. Written verification will follow.
7. A monthly invoice should be submitted to the Drug Court Advising Coordinator via email within the first seven (7) calendar days of the following month from services are delivered utilizing a specific format.
8. All files **must** include a scored Addiction Severity Index administered at admission, any other assessments, ASAM PPC-2R criteria case review including continued stay and discharge reviews, treatment plans that are updated at least every 90 days, treatment notes, copies of drug screens, group and individual counseling session attendance, and waivers of confidentiality. All files must be kept for a minimum of **three (3) years** from the date of discharge.
9. **Shelby County Drug Court Personnel shall have the right to randomly review the Provider's financial records, personnel files, and treatment curriculums. Shelby County Drug Court Personnel shall also have the right to monitor client charts, upon signed release by client and signed statement of confidentiality by monitor.**

E. Coordination Efforts

1. The Provider agrees to participate in Shelby County Drug Court coordination efforts, which may include some or all of the following:
 - a. Participate in Shelby County Drug Court public awareness efforts.
 - b. Participate in training efforts sponsored by the Shelby County Drug Court.
 - c. Provide routine information related to availability of service.
2. The Provider will have a representative knowledgeable of all respective Shelby County Drug Court clients in their facility. These representatives should be available to the court for status hearings set weekly. The frequency of status hearings could increase as the number of clients increase.

3. The Provider must be willing to treat graduates of the Drug Court, regardless of where the client participated in treatment while in the Drug Court program, that have relapsed at no additional cost.

F. File Maintenance

1. The Provider shall create a case file for each individual client the same day referred from Shelby County Drug Court for intake.
2. Case file shall contain a face sheet containing personal information including drugs admitted to be used and abused by clients, as well as their primary drug of choice.
3. Case file shall contain completed Addiction Severity Index (ASI) and/or American Society of Addiction Medicine (ASAM) assessments.
4. Case file shall contain current release of information for permitting the agency to disclose pertinent information to the Shelby County Drug Court.
5. Individualized treatment plans will be developed and reviewed with each client within seven (7) days of admittance into the program based on the assessment and updated every thirty (30) days. The plan will identify problems and obstacles to progress and specify interventions and treatment methods. Plans are to be maintained in client's case file and will document progress and lack thereof toward treatment goals. The Provider and client's signature and date of the review should be obtained on each treatment plan to acknowledge understanding of the plan and any modifications thereof. **Particular attention will be devoted to the parenting needs for those clients with children in their home.**
6. Case file shall contain needs assessment plan or other strategy for meeting identified employment/educational issues or needs.
7. A summary/aftercare plan will be developed for each client and may be modified as services progress. Modifications will be made in consultation with the client and the Shelby County Drug Court staff. Summary/aftercare plans will also focus on employment, education, parenting, and related issues, and should be maintained in the client's case file. The Provider and client's signature and date is required to acknowledge review and understanding of plan.
8. Closed files shall contain closing/transfer/discharge summary.
9. Weekly client status reports, as well as documentation of Individual Therapy Sessions, Clinical Group, and any other counseling sessions to include Parenting, Family, Anger

Management, Job Readiness, etc., for each individual client shall be maintained in each client's case file. Documentation of said reports and sessions shall also be maintained in each client's case file post-inpatient treatment if client continues to receive treatment services with the Provider while in the Shelby County Drug Court program.

10. All drug screen reports are to be maintained in the client's case file with appropriate identification of each client by their full legal first and last names, as well as a numeric identifier established by the Drug Court. Drug screen reports should also contain the collector's name, date and time of collection. The Provider should maintain a log which includes the signature, date and time of each client per occurrence of providing a drug screen.
11. Case file shall contain evidence of supervisory review on a monthly basis via the Provider's notes, signature and date of review.
12. Case files at all times shall maintain the required information specified in this RFP and be neatly organized and categorically tabbed for review. Physical files should be kept for a **period of 3 years**.

G. Monitoring

The Provider shall allow a Shelby County Drug Court team member(s) to sit in on staffing of clients upon a signed release from the client. The Provider shall allow a Shelby County Drug Court team member(s) to monitor group therapy sessions, upon a signed statement of confidentiality.

H. Follow Up

The Provider will help evaluate the Shelby County Drug Court Treatment Program by surveying and forwarding client satisfaction upon discharge and graduation of the SCDC program, **and by providing client status information six (6) months after program discharge.**

I. Provider Responsibilities

1. The Provider must agree to comply with the standard General Conditions for all agencies contracting with Shelby County and with any Special Conditions deemed necessary by the Shelby County Drug Court.
2. The Provider must agree to maintain accurate fiscal records that conform to generally accepted accounting principles and are in compliance with all County and State audit and accounting requirements.

3. The Provider must comply with all applicable Federal, State, County, and local statutes, rules, and funding criteria governing services, facilities, and operations.

X. CONTRACT REQUIREMENTS

The successful Provider will be expected to enter into a contract incorporating the following terms and conditions, and such additional terms and conditions standard to services of this type.

A. General Requirements

1. Control. All services by the Provider will be performed in a manner satisfactory to the County, and in accordance with the generally accepted business practices and procedures of the County.

2. Provider's Personnel. The Provider certifies that it presently has adequate qualified personnel to perform all services required under this Contract. The Provider will supervise all work under this Contract. The Provider further certifies that all of its employees assigned to serve the County have such knowledge and experience as required to perform the duties assigned to them. Any employee of the Provider who, in the opinion of the County, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with services under this Contract.

3. Independent Status. (a) Nothing in this Contract shall be deemed to represent that the Provider, or any of the Provider's employees or agents, are the agents, representatives, or employees of the County. The Provider shall be an independent Provider over the details and means for performing its obligations under this Contract. Anything in this Contract which may appear to give the County the right to direct the Provider as to the details of the performance of its obligations under this Contract or to exercise a measure of control over the Provider is solely for purposes of compliance with local, state and federal regulations and means that the Provider shall follow the desires of the County only as to the intended results of the scope of this Contract.

- (b) It is further expressly agreed and understood by the Provider that neither it nor its employees or agents are entitled to any benefits which normally accrue to employees of the County; that the Provider has been retained by the County to perform the services specified herein (not hired) and that the remuneration specified herein is considered fees for services performed (not wages) and that invoices submitted to the County by the Provider for services performed shall be on the Provider's letterhead.

4. Termination Or Abandonment. (a) It shall be cause for the immediate termination of this Contract if, after its execution, the County determines that either:

- (i) The Provider or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has pled nolo contendere, or has pled or been found

guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, or any other collusive and illegal activity pertaining to bidding and governmental contracting.

- (ii) The Provider has subcontracted, assigned, delegated, or transferred its rights, obligations or interests under this Contract without the County's consent or approval.
- (iii) The Provider has filed bankruptcy, become insolvent or made an assignment for the benefit of creditors, or a receiver, or similar officer is appointed to take charge of all or part of Provider's assets.

(b) The County may terminate the Contract upon five (5) days written notice by the County or its authorized agent to the Provider for the Provider's failure to provide the services specified under this Contract.

(c) This Contract may be terminated by either party by giving thirty (30) days written notice to the other before the effective date of termination. In the event of such termination, the Provider shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date; however, the Provider shall not be reimbursed for any anticipatory profits that have not been earned as of the date of termination.

(d) All work accomplished by the Provider prior to the date of such termination shall be recorded and tangible work documents shall be transferred to and become the sole property of the County prior to payment for services rendered.

(e) Notwithstanding the above, the Provider shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Provider and the County may withhold any payments to the Provider for the purpose of setoff until such time as the exact amount of damages due the County from the Provider is determined.

5. Subcontracting, Assignment Or Transfer. Any subcontracting, assignment, delegation or transfer of all or part of the rights, responsibilities, or interest of either party to this Contract is prohibited unless by written consent of the other party. No subcontracting, assignment, delegation or transfer shall relieve the Provider from performance of its duties under this contract. The County shall not be responsible for the fulfillment of the Provider's obligations to its transferors or sub-contractors. Upon the request of the other party, the subcontracting, assigning, delegating or transferring party shall provide all documents evidencing the assignment.

6. Conflict Of Interest. The Provider covenants that it has no public or private interest and shall not acquire, directly or indirectly, any interest which would conflict in any manner with the performance of its services. The Provider warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the County as wages,

compensation, or gifts in exchange for acting as officer, agent, employee, sub-contractor to the Provider in connection with any work contemplated or performed relative to this Contract.

7. Covenant Against Contingent Fees. The Provider warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Provider, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Provider any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the County will have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

8. Employment of County Workers. (a) The Provider shall not engage, on a full or part-time or other basis during the period of the Contract, any professional or technical personnel who are in the current employment of the County.

(b) Notwithstanding the foregoing, no prior County official or employee may be employed by or receive compensation, wages or benefits from the Provider for a period of one (1) year from employment separation from the County if during the period of employment with the County the employee or official had any direct or indirect involvement with the Provider's services or operations provided to the County.

9. Arbitration. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the Provider and the County will be referred to the Shelby County Contract Administrator or his/her duly authorized representative, whose decision regarding same will be final.

10. General Compliance With Laws. (a) If required, the Provider shall certify that it is qualified and duly licensed to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and it shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

(b) The Provider shall, at all times, observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the conduct of the work. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements and the Americans with Disabilities Act (ADA) requirements.

(c) This Contract will be interpreted in accordance with the laws of the State of Tennessee. By execution of this Contract the Provider agrees that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this Contract will be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee, and in no other. In accordance herewith, the parties to this Contract submit to the jurisdiction of the courts of the State of Tennessee located in Shelby County, Tennessee.

11. Nondiscrimination. The Provider hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Provider on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Provider shall upon request show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination.

12. Entire Agreement. This Contract contains the entire Contract of the parties and there are no other promises or conditions in any other Contract whether oral or written. This Contract supersedes any prior written or oral Contracts between the parties.

13. Amendment. This Contract may be modified or amended, only if the amendment is made in writing and is signed by both parties.

14. Severability. If any provision of this Contract is held to be unlawful, invalid or unenforceable under any present or future laws, such provision shall be fully severable; and this Contract shall then be construed and enforced as if such unlawful, invalid or unenforceable provision had not been a part hereof. The remaining provisions of this Contract shall remain in full force and effect and shall not be affected by such unlawful, invalid or unenforceable provision or by its severance here from. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added automatically as a part of this Contract a provision as similar in terms to such unlawful, invalid or unenforceable provision as may be possible, and be legal, valid and enforceable.

15. No Waiver Of Contractual Right. No waiver of any term, condition, default, or breach of this Contract, or of any document executed pursuant hereto, shall be effective unless in writing and executed by the party making such waiver; and no such waiver shall operate as a waiver of either (a) such term, condition, default, or breach on any other occasion or (b) any other term, condition, default, or breach of this Contract or of such document. No delay or failure to enforce any provision in this Contract or in any document executed pursuant hereto shall operate as a waiver of such provision or any other provision herein or in any document related hereto. The enforcement by any party of any right or remedy it may have under this Contract or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.

16. Matters To Be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this Contract.

17. Subject To Funding. This Contract is subject to annual appropriations of funds by the Shelby County Government. In the event sufficient funds for this Contract are not appropriated by Shelby County Government for any of its fiscal period during the term hereof, then this Contract will be

terminated. In the event of such termination, the Provider shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date.

18. Travel Expenses. All travel expenses payable under this Contract shall be in accordance with the County Travel Policy and Procedures. This includes advance written travel authorizations, submission of travel claims, documentation requirements, and reimbursement rates. The County will make no travel advances.

19. Incorporation Of Other Documents. (a) The Provider shall provide services pursuant to this Contract in accordance with the terms and conditions set forth within the Shelby County Request for Proposals as well as, the response of the Provider thereto, all of which are maintained on file within the Shelby County Purchasing Department and incorporated herein by reference.

(b) It is understood and agreed between the parties that in the event of a variance between the terms and conditions of this Contract and any amendment thereto and the terms and conditions contained either within the Request for Proposals/Bids or the Response thereto, the terms and conditions of this Contract as well as any amendment shall take precedence and control the relationship and understanding of the parties.

20. Contracting With Locally Owned Small Businesses. The Provider shall take affirmative action to utilize Locally Owned Small Businesses when possible as sources of supplies, equipment, construction and services.

21. Incorporation Of Whereas Clauses. The foregoing whereas clauses are hereby incorporated into this Contract and made a part hereof.

22. Waiver Of Proprietary Interest. Notwithstanding anything to the contrary contained herein or within any other document supplied to the County by the Provider, the Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any report, data or other information supplied to the County by the Provider due to services performed pursuant to this Contract is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee.

23. Organization Status And Authority. (a) The Provider represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the State of Tennessee; it has the power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.

(b) The execution, delivery and performance of this Contract by the Provider has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of the Provider, any provision of any indenture, agreement or other instrument to which the Provider is a party, or by which the Provider's respective properties or assets are bound, or be in conflict with, result in a breach of, or

constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.

24. Warranty. The Provider warrants to the County that all Services shall be performed in accordance with acceptable standards in the industry applicable to the Services. The Provider shall correct, at its sole cost and expense, any work reasonably deemed to be unsatisfactory by the County. The Provider warrants to the County that all Services shall be in strict compliance with the terms of this Contract, and all applicable governmental laws, rules and regulations.

25. Rights in Data. The County shall become the owner, and the Provider shall be required to grant to the County, or its successors, a perpetual, non-exclusive, non-transferable, royalty-free right, in the County's name, to use any deliverables provided by the Provider under this Contract, regardless of whether they are proprietary to the Provider or to any third parties.

B. Indemnification and Insurance Requirements

1. Responsibilities For Claims And Liabilities. (a) The Provider shall indemnify, defend, save and hold harmless the County, and its elected officials, officers, employees, agents, assigns, and instrumentalities from and against any and all claims, liabilities, losses or damages—including but not limited to Title VII and 42 USC 1983 prohibited acts arising out of or resulting from any conduct; whether actions or omissions; whether intentional, unintentional, or negligent; whether legal or illegal; or otherwise that occur in connection with, or in breach of, this Contract or in the performance of the duties hereunder, whether performed by the Provider, its sub-contractors, agents, employees or assigns. This indemnification shall survive the termination or conclusion of this Contract.

(b) The Provider expressly understands and agrees that any insurance protection required by this Contract or otherwise provided by the Provider shall in no way limit the responsibility to indemnify, defend, save and hold harmless the County or its elected officials, officers, employees, agents, assigns, and instrumentalities as herein provided.

(c) The County has no obligation to provide legal counsel or defense to the Provider or its sub-contractors in the event that a suit, claim, or action of any character is brought by any person not party to this Contract against the Provider as a result of or relating to obligations under this Contract.

(d) Except as expressly provided herein, the County has no obligation for the payment of any judgment or the settlement of any claims against the Provider as a result of or relating to obligations under this Contract.

(e) The Provider shall immediately notify the County, c/o Shelby County Government, Contracts Administration, 160 N. Main Street, Suite 900, Memphis, TN 38103, of any claim or suit made or filed against the Provider or its sub-contractors regarding any matter resulting from or relating to

Provider's obligations under this Contract and will cooperate, assist and consult with the County in the defense or investigation thereof.

(f) The Provider shall immediately notify the County, c/o Shelby County Government, Contracts Administration, 160 N. Main Street, Suite 900, Memphis, TN 38103, of cancellation or changes in any of the insurance coverage required.

2. Insurance Requirements. The Provider will provide evidence of the following insurance coverage:

PROFESSIONAL SERVICES/CONSULTANT PROJECTS LESS THAN \$1,000,000

Minimum Limits of Insurance

The Provider shall maintain coverage with limits of no less than:

- 1) *Commercial General Liability Insurance* \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. The insurance shall include coverage for the following:
 - a) Premises/Operations
 - b) Explosion, Collapse, & Underground Property Coverage, if applicable
 - c) Products/Completed Operations
 - d) Contractual
 - e) Independent Contractors
 - f) Broad Form Property Damage, if applicable
 - g) Personal Injury and Advertising Liability
 - h) Assault and Battery – minimum \$500,000
 - i) Sexual Molestation/abuse – minimum \$500,000
 - j) Cyber-Liability – minimum \$100,000
- 2) *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and personal injury. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insureds. Coverage is to be provided on all:
 - a) Owned/Leased Autos
 - b) Non-Owned Autos
 - c) Hired Autos
- 3) *Workers Compensation and Employers' Liability Insurance* – As required by Tennessee State Statute. Employers' Liability Coverage is \$1,000,000 per accident.

The Provider waives its right of subrogation against Shelby County for any and all workers' compensation claims. This coverage will include contracted providers and any volunteers.

- 4) *Professional Liability Errors & Omissions Insurance* - minimum limits of \$1,000,000 per claim or occurrence/\$3,000,000 annual aggregate. Coverage is to be included for all employed providers and any contracted or volunteer providers.
- 5) *Employee Dishonesty* – minimum limit of \$50,000 per loss or claim – on all employees, contract workers, and volunteers.
- 6) *Property Insurance* – Shelby County Government is not responsible for property insurance coverage on any real or business personal property of the Provider or for any personal property of program participants receiving services or personal property of any employees or contracted personnel of Provider.

All policies will provide for thirty (30) days written notice to Shelby County of cancellation of coverage provided. Ten (10) days notice applicable to non-payment of premium. If the insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Provider will provide immediate notice to Shelby County.

All insurance policies maintained by the Provider shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf.

C. Right to Monitor and Audit

Access To Records. During all phases of the work and services to be provided hereunder the Provider agrees to permit duly authorized agents and employees of the County, to enter the Provider's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Provider will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by the County or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

XI. PROPOSAL SUBMISSION

A. General

1. All interested and qualified proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the proposer has read and understands this entire RFP, including all attachments, exhibits, schedules, and addenda (as applicable) and all concerns regarding this RFP have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc. are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
3. Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
4. **Hard copy proposals must be received by no later than 3:00 pm (CST) on April 20, 2015, at Shelby County Government Purchasing Department, 160 N. Main St., Suite 900, Memphis, TN 38103.**
5. The proposer agrees to provide the County with any additional information it deems necessary to accurately determine their ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this organization for the County to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify the organization from further consideration. Such additional information may include evidence of financial ability to perform.

B. Proposal Presentation

1. One (1) original proposal (clearly identified as original) one (1) digital copy on a jump drive and five (5) copies of the proposal are required.
2. The package containing the original and copies must be sealed and marked with the proposer's name and **“CONFIDENTIAL, RESIDENTIAL DRUG AND ALCOHOL TREATMENT SERVICES, RFP #15-003-40”** with due date and time indicated.
3. Proposals must be typed. Erasures and “white-out” are not permitted. Mistakes may be crossed out, and corrections may be typed adjacent and initialed in ink by the person signing the proposal. Please identify all attachments, literature and samples, etc., with your firm name and our RFP number.

4. Proposals must be verified before submission as they cannot be withdrawn or corrected after being opened. The County will not be responsible for errors or omissions on the part of the proposers in preparing their proposals. A responsible officer or employee must sign the proposal. Tennessee sales tax shall not be included in the Provider's proposal.

C. Proposal Format

Response to this RFP must be in the form of a proposal package that must be submitted in the following format: **Please download the attachment to this document.** The Proposal Response Sheet (*required document*) should be the first page of your written response.

1. **Cover Page** – Submit on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm.
2. **Comprehensive Response**
(*This portion of the proposal must address each item listed below.*)
 - a. Address all requirements and services outlined in Section II – Minimum Requirements and Section IX – Purpose/Scope of Work in your proposal.
 - b. Outline of how respondent can meet or exceed the minimum requirements.
 - c. Detail of how the respondent is qualified to provide the services required.
 - d. A detailed description of the approach for accomplishing the services (include a time schedule for completion of each element).
3. **Cost and Fees**
 - a. Provide the applicable itemized fees and any commissions included in the proposal for the Services for each element in the scope of work (this includes a break-down of the cost proposed for any sub-contractor working in conjunction with your organization on the project).
 - b. Maximum amount for drug screen reimbursements are as follows: \$16.00 each, \$10.00 for confirmations.
 - c. Explain any assumptions or constraints in a price proposal to perform the services.
 - d. Explain any additional charges or fees in the proposal.

4. Experience of the Respondent.

A sufficient description of the experience and knowledge base of the proposer to show the proposer's capabilities should be included in the proposal. At a minimum, the description of the experience and knowledge base of the proposer included in the proposal should include, but not necessarily be limited to, the following:

- a. A brief description of the history and mission of the proposer, including the proposer's background and mission statement, the length of time the proposer has been in business, a description of the proposer's organizational structure and a description of the proposer's customer make-up;
- b. A statement of how long the proposer has provided services similar to the Services requested herein;
- c. A general description of the proposer's experience and background in providing services similar to the Services requested herein;
- d. Any other relevant information about the experience and knowledge base of the proposer which is deemed to be material.
- e. Resume of each employee engaged in the services, including the roles of each and an overview of their previous experience with similar projects.

5. References

References of the proposer, including at least three (3) other clients for whom the proposer has provided services similar to the Services (with preference given to clients comparable to Shelby County Government) and, for each such reference, the business name, the identification of a contact person, the title of the contact person and a telephone number.

6. Additional Information

- a. A description of any other resources available to the proposer that will be useful in providing the Services.
- b. A description of the methods used by the proposer to measure the satisfaction of its clients.
- c. Any other relevant information about the capabilities of the proposer deemed to be material.

XII. PROPOSAL EVALUATION AND SELECTION

A. Evaluation Process

1. Initial Review – All proposals will be initially evaluated to determine if they meet the following minimum requirements:
 - a. The proposal must be complete, in the required format, and be in compliance with all the requirements of the RFP.
 - b. Proposers must meet the Minimum Proposer Requirements outlined in Section II of this RFP.
2. Technical Review – Each proposal will be reviewed by a special Ad-Hoc Committee which may elect to schedule a personal presentation and interview with one or more of the proposers.

Proposals meeting the above requirements will be evaluated on the basis of the following criteria:

- a. Qualifications and experience of specific personnel assigned to this project;
 - b. Quality and responsiveness of the proposal and the ability to present a clear understanding of the nature and scope of the project;
 - c. Project methodology;
 - d. Previous experience in performing similar Services;
 - e. References;
 - f. Proposed cost to Shelby County Government;
 - g. Time frame for completion.
3. Oral Presentation - Shelby County Government reserves the right to interview, or require an oral presentation from, any respondent for clarification of information set forth in the proposer's response. In this regard, at the discretion of the evaluation committee, some or all proposers who submit a proposal in response to this RFP may be asked to submit to an interview or give an oral presentation of their respective proposals to the evaluation committee. If so, this is not to be a presentation restating the proposal, but rather an in-depth analysis of certain qualifications of the proposer. The interview or oral presentation, if utilized, is intended to provide an opportunity for the proposer to clarify or elaborate on its qualifications without restating the proposal. The interview or oral presentation is to be a fact finding and explanation session only and is not to be used to negotiate any terms of the contract. If required, the time and location of such interview or oral presentation will be scheduled by the Administrator of Purchasing or his designee. Interviews and oral presentations are strictly an option of Shelby County Government or its evaluation committee and, consequently, may or

may not be conducted. All travel expenses to and from the interview or oral presentation shall be the responsibility of the proposer. Selection will be based on determination of which proposal best meets the needs of the County and the requirements of this RFP.

Shelby County Government reserves the right to consider the vendor's EOC status in all evaluations.

B. CONTRACT AWARD

Contract(s) will be awarded based on a competitive selection of proposals received. The proposers are advised that the lowest cost proposal will not necessarily be awarded the Contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor. The proposals submitted will be evaluated by the County. All decisions are made at the discretion of the County.

The contents of the proposal of the successful proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

The County reserves the right to negotiate any portions of the successful proposer's fees and scope of work or utilize their own resources for such work.

