

REQUEST FOR PROPOSALS

**COURT ORDERED COUNSELING
CT 21-034
Addendum No. 1**

Date: Thursday, 25 March, 2021

Subject: Addendum No. 1 to Solicitation No. CT 21-034

Submittal Deadline: Thursday, April 1, 2021 by 5:00 PM (local time, Avondale, Arizona)

PURPOSE

This Addendum forms a part of the Contract and clarifies, corrects, or modifies the original Request for Proposals document prepared by the City of Avondale. Acknowledge receipt of this Addendum in the space provided on the attached “Acknowledgment of Addenda Received” form. This acknowledgement must accompany the submitted proposal. Failure to do so shall subject the offeror to disqualification.

This Addendum No. 1 consists of revisions and additions to section II. 2.2 Proposal Format and Scoring of the Selection Criteria for the Request for Proposals CT 21-034, released on Wednesday, March 3, 2021

ADDENDUM

1. The Proposal Format and Scoring is deleted in its entirety and replaced with the following.

2.2 Proposal Format and Scoring. Proposals shall be organized and submitted in the format as outlined below. Failure to conform to the designated format, standards and minimum requirements shall result in a determination that the Proposal is non-responsive. Additionally, the Selection Committee will evaluate and award points to each Proposal based upon the evaluation criteria as outlined in this document. Points listed below are the maximum number of points possible for each criteria; there is no minimum number that the Selection Committee must award.

A. General Information - 10 Pts.

(1) One-page cover letter as described in Part I, Subsection 1.2(C)
(Required Submittal).

(2) Provide Vendor identification information. Explain the Vendor’s legal organization including the legal name, address, identification number and legal form of the Vendor (e.g., partnership, corporation, joint venture, limited liability company, sole

proprietorship). If a joint venture, identify the members of the joint venture and provide all the information required under this section for each member. If a limited liability company, provide the name of the member or members authorized to act on the company's behalf. If the Vendor is a wholly-owned subsidiary of another company, identify the parent company. If the corporation is a nonprofit corporation, provide nonprofit documentation. Provide the name, address and telephone number of the person to contact concerning the Proposal.

(3) Identify the location of the Vendor's principal office and the local work office, if different. Include any documentation that supports the Vendor's authority to provide services in Arizona. AZ Department of Health Services, Office of Behavioral Health Licensing,

(4) Provide a general description of the Vendor's organization, including years in business.

(5) Identify any contract or subcontract held by the Vendor or officers of the Vendor that have been terminated within the last five years. Briefly describe the circumstances and the outcome.

(6) Identify any claims arising from a contract which resulted in litigation or arbitration within the last five years. Briefly describe the circumstances and the outcome.

(7) Vendor Information Form, with an **original ink signature** (may be attached as separate appendix).

B. EXPERIENCE AND QUALIFICATIONS OF THE VENDOR - 30 PTS.

(1) Provide a detailed description of the Vendor's experience in providing similar services to municipalities or other entities of a similar size to the City, specifically relating experience with respect to court-ordered treatment and educational services.

(2) Vendor must demonstrate successful completion of at least three similar projects within the past 60 months. For the purpose of this Solicitation, "successful completion" means completion of a contract and "similar services" that resemble this project in size, nature and scope. Provide a list of at least three organizations for which you successfully completed a similar project. This list shall include, at a minimum, the following information:

- (a) Name of company or organization.
- (b) Contact name.
- (c) Contact address, telephone number and e-mail address.
- (d) Type of services provided.
- (e) Dates of contract initiation and expiration.

These references will be checked, and it is Vendor's responsibility to ensure that all information is accurate and current. Vendor authorizes the RFP Administrator to verify all information from these references and releases all those concerned from any liability in connection with the information they provide. Inability of the City to verify references may result in the Proposal being considered non-responsive.

(3) The RFP Administrator may conduct any investigation deemed necessary to determine the Vendor's ability to perform the project. Vendors may be requested to submit additional documentation within 72 hours (or as specified) to assist the City in its evaluation.

C. KEY POSITIONS - 20 PTS.

(1) Identify each key personnel member that will render services, including title and relevant experience required, the proposed project manager and project staff.

(2) Indicate the roles and responsibilities of each key position. Include senior members of the Vendor only from the perspective of what their roles will be in providing services.

(3) If a subcontractor will be used for work of a certain type, include information on this subcontractor. A detailed plan for providing supervision must be included.

(4) Attach a résumé and evidence of certification, if any, for each key personnel member and/or subcontractor to be involved in this project. Résumés should be attached together as a single appendix at the end of the Proposal and will not count toward the Proposal page limit. However, each resume shall not exceed two pages in length.

D. PROJECT APPROACH - 30 PTS.

(1) Describe the Vendor's approach to performing the required Services in the Scope of Work described in the Professional Services Agreement in Exhibit B, and its approach to contract management, including its perspective and experience on partnering, customer service, quality control, scheduling and staff.

(2) Vendor shall answer all questions included in the Counseling Services Questionnaire in Exhibit B and submit a completed copy with their Proposal.

(3) Describe any alternate approach that would best suit the needs of the City. Include rationale for any alternate approach and indicate how the Vendor will ensure that all efforts are coordinated with the City's representatives.

E. Pricing - 10 pts.

Vendor shall one (1) copy of the Fee Proposal as described in Part I, Subsection 1.2(C)(6) as a separate, PDF attachment with the Vendor's Proposal with the signature of the representative of the Vendor who is authorized to make such an offer. The Fee Proposal must be provided in the format attached as Exhibit C of the Professional Services Agreement. The Fee Proposal shall list the individual cost for each of the program expenses and shall be provided in a spreadsheet format to enable the City staff to determine (1) total labor hours, (2) key team member(s) proposed for each task and sub-task and (3) number of management, and support personnel hours proposed for the project.

Total Possible Points for Proposal:

100

PART III. ORAL INTERVIEWS; SCORING

In the event that a Vendor cannot be selected based solely on the Proposals submitted, up to three Vendors may be selected for oral interviews. The selected Vendors will be invited to participate in discussions with the Selection Committee on the date indicated on the cover page of this RFP and awarded points based upon the criteria as outlined below. Vendors may be given additional information for these oral interviews.

Oral Interview

20	Experience and Qualifications of the Vendor
40	Key Positions
<u>40</u>	Project Approach
100	Total Possible Points for Oral Interview

Total Points Possible for this RFP:

200

**CITY OF AVONDALE
ACKNOWLEDGMENT OF ADDENDA RECEIVED**

REQUEST FOR PROPOSALS

**COURT ORDERED COUNSELING CT 21-034
Addendum No. 1**

_____, affirms that ADDENDUM No.1
(Name of Vendor/Designee)
has been received and that the information contained in ADDENDUM No. 1 has been incorporated
in formulating the Vendor's Proposal.

_____, _____ 2021
Signed Date

Print Name

Title

Company Name

Address

City, State, Zip Code

END OF ADDENDUM No. 1