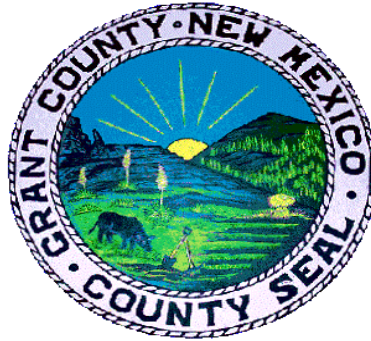


GRANT COUNTY, NM



REQUEST FOR PROPOSALS

Informal

Stepping Up Project Coordinator RFP No: 20-01

Release Date: Wednesday, August 28, 2019

Due Date/Time: Friday, September 13, 2019, at 10:00 a.m. (Local Time)

Purchasing Contact: Randy J. Hernandez, Chief Procurement Officer
Grant County Manger's Office
1400 Highway 180 East, Silver City, NM 88061
Phone: 575-575-0016
Email: rhernandez@grantcountynm.com

INTRODUCTION

The County of Grant is requesting informal proposals and letters of interest from an experienced and qualified individual to serve as the Project Coordinator for the County's Stepping Up Initiative. Grant County intends to award a contract to an individual who meets the qualifications and criteria listed in this solicitation. The selected individual will be required to enter into a contract and execute the Scope of Services as outlined herein. The Project Coordinator will play an integral part to ensure success of the County's efforts.

Proposals will be received by the Purchasing Contract listed on the cover page of this solicitation until Friday, September 13, 2019, at 10:00 a.m. Proposals received after the due date and time *will not* be accepted.

BACKGROUND

The Stepping Up Initiative is a national initiative to reduce the number of people with mental illness and substance abuse disorders in jail. This is a new resource for rural counties in helping to develop and adopt a cross-systems action plan through strategies such as:

- Providing a small number of counties with intensive technical assistance that includes onsite work to help use the planning framework, implement evidence-based practices and demonstrate strategies that result in measurable change.
- Providing counties with broad-based technical assistance for applying the planning framework through webinars, network calls and other information-sharing opportunities.
- Assisting states that support counties' efforts to implement the Stepping Up framework statewide; and
- Promoting federal policies that support counties' efforts to reduce the prevalence of people with mental illnesses in jails.

Grant County recognizes the need for systems-level change to help better link people to treatment and services while improving public safety in fiscally responsible and effective manner.

INSTRUCTIONS AND NOTICE TO PROPOERS

COMMUNICATIONS

In an effort to create a more competitive and unbiased procurement process, the County has established a single point of contact throughout this process. From the issue date of this RFP, until a successful individual is selected, all requests for clarification or additional information regarding this RFP or contacts with County personnel concerning this RFP or the evaluation process must be solely to the contact person (or his designee) listed on the cover page of this RFP.

RESPONSE SUBMISSION

- Responses must be submitted to Randy J. Hernandez, Grant County Manager's Office, 1400 Highway 180 East, Silver City, New Mexico 88061, before the date and time indicated as the deadline. It is each individual's responsibility to ensure that the County Manager's Office receives its Response prior to the deadline date/time. This responsibility rests entirely with the individual, regardless of delays resulting from postal handling or for any other reasons. Responses will be accepted at any time during the normal course of business only, said hours being 8:00 a.m. to 5:00 p.m. local time, Monday through Friday, except for legal holidays.

- Responses received after the above deadline will not be accepted and will be returned to the individual unopened. The County Purchasing Department timestamp shall be the official time. The opening of a Response does not constitute the County's acceptance of the Offeror as a responsive and responsible Offeror.
- Responses must be enclosed in a **sealed envelope, box, or package**, and clearly marked on the outside with the following:
 - RFP Name
 - RFP Number
 - Deadline Date and Time
 - Individual's Name, Address, Phone, and E-mail Address
- Responses sent by telegraph, facsimile, or other electronic means will not be considered.
- Responses are subject to public disclosure after the award in accordance with state law under the Freedom of Information Act (FOIA).

CONTRACT AWARD

The County reserves the right to withdraw the RFP, to award to one individual or to any combination of individuals. The County may waive informalities if it is in the County's interest. The award shall be made to the individual whose proposal is the most advantageous to the County taking into consideration the evaluation factors set forth in the RFP. Responses will be evaluated and assigned scores. The individual to whom the recommendation to award is made will be notified at the earliest possible date. The County will then initiate a contract with the successful individual for a firm fixed price agreeable to both parties. Award of this RFP is contingent upon the availability of funds for this project, within the sole discretion of the County. Acceptance of the individual's proposal does not constitute a binding contract. There is no contract until the County's policies have been fulfilled.

The County intends to enter into an initial one (1) year contract with optional renewals, with the successful individual for the services contemplated by this RFP. Any such contract will be subject to approval by the governing body, availability of funds and other terms and conditions. The successful individual shall commence work only after the full execution of a contract between the County and the individual.

COMPLIANCE WITH LAWS

The successful individual must comply with all federal, state, and local laws and policies.

NON-DISCRIMINATION

The County will not contract with any person that discriminates against employees, volunteers, contractors, or any individual affiliated with this program.

STATUS OF SUCCESSFUL OFFERORS

The successful individual is an independent contractor performing services for the County and neither he/she nor his/her agents or employees shall, as a result of the resultant contract, accrue leave, retirement, insurance, bonding authority, use of County vehicles, or any other benefits, prerequisites or allowances normally afforded only to employees of the County. The successful individual acknowledges that all sums received under the resultant contract are personally reportable by him/her for income, self-employment and other applicable taxes.

PREFERRED QUALIFICATIONS

- Knowledge of local criminal justice and behavioral health systems.
- Excellent facilitation and organization skills.
- Ability to proactively drive the planning process to ensure progress.
- Background in behavioral health and/or corrections field.
- A combination of education, experience and training may be applied.
- Must be able to pass a thorough historical background investigation, including criminal history and sexual offender criminal history check.
- May be required to attend orientation process if working on-site at the Grant County Detention Center

SCOPE OF SERVICES

The successful individual shall provide the following support service to the County, but not limited to:

- Responsible for coordinating activities and ongoing collaboration including communication with project stakeholders and community-based organizations.
- Responsible for overseeing planning, implementation and tracking projects and initiatives.
- Ensures key leaders are engaged.
- Manages meeting agendas/minutes.
- Coordinates any subcommittee work.
- Provides research and data to guide the decision making process and motivates the team.
- Provide updates and correspond with County Management and staff.

SUBMITTAL REQUIREMENTS

Contents of your Proposal/Letter of Interest must include a minimum of the following:

- Education
- Work History
- Past/Current Experience with mental illnesses and/or substance abuse disorders
- References

EVALUATION CRITERIA

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An Evaluation Committee will evaluate all responses; the following factors will be considered in making the selection of the qualified individuals with one hundred (**100**) maximum possible points.

Education	0 – 25 Points
Experience in a coordinator-type position	0 – 25 Points
Experience with mental illness and/or substance abuse disorders	0 – 25 Points
Experience/Knowledge of criminal justice and behavioral health systems	0 – 25 Points

PAST PERFORMANCE

The Evaluation Committee also may consider past performance of the individual on other contracts with the County or other entities. Responses will be evaluated equally and fairly; no preference will be given to any individual based solely on previous experience with the County or to an incumbent thereof. The County reserves the right to make additional inquiries and may request the submission of additional information. A serious deficiency in any one category may be grounds for rejection of the proposal regardless of the overall score.

ORAL PRESENTATIONS/INTERVIEWS

It is at the discretion of the Evaluation Committee to hold oral presentations/interviews with the individuals who are deemed, on the basis of selection criteria, fully qualified and best suited among those submitting proposals. If oral presentations/interviews are held, the oral presentations/interviews will be based on re-evaluation of the above criteria.

(End of RFP)