

**Town of Taos
Judicial Department
Request for Quotes (RFQ)
Probation Services
June 5, 2019**

INTRODUCTION: The Town of Taos is requesting quotes from qualified agencies to provide general probation supervision services for persons convicted of certain classes of misdemeanors in Taos Municipal Court. The goal is to improve or maintain the current quality and quantity of customer services at a reduced cost to the Town.

The successful Contractor will be required to execute a Contract; The Contract will incorporate the selected Contractor's quote, scope of services and other pertinent requirements and details.

Included with this RFQ is a Campaign Contribution Disclosure Form which needs to be filled out and submitted with your Quote.

Through this Request for Quotes (RFQ), the Town of Taos (Town) hereby invites entities who meet the qualifications and scope of work as set forth herein to submit Quotes for the Town of Taos Probation Services.

SCOPE OF SERVICES:

The agency agrees to provide the following services to the degree permitted by law and as ordered by the Taos Municipal Court. All specifications listed are MANDATORY unless specifically noted otherwise.

- Screening and assessments for all convicted DWI offenders and identified Domestic Violence Offenders for the Taos Municipal Court. The contractor will utilize the ADE NEEDS Assessment instrument as part of the screening and assessment process and will comply with BSD standards of processing these types of services.
- Supervision services for the Taos Municipal Court. Convicted Offenders will be referred by the Court and placed on supervised probation by contractor for specific periods of time. The contractor accepts all referrals and will comply with the standards of processing these types of services.
- Intensive Supervision - Daily contact and surveillance, including on-site reporting, home visits, monitoring employment, school or other activities (i.e. Community Service, counseling, self-help group, etc.).
- Victim restitution
- Substance Abuse Services: Urinalysis, treatment, etc.
- Case Management

- Report to the court regarding compliance levels at a minimum of a monthly basis or as deemed necessary by the Municipal Court Judge.
- Provide an annual report to the Taos Municipal Court pertaining to the demographics, referrals and outcomes.
- Contractor's professional staff will meet with the Municipal Court Judge on a minimum of a monthly basis and will attend the Taos County DWI taskforces meeting(s) in order to coordinate services with all programs funded by the Taos County DWI fund.

SECURITY and PRIVACY: The Contractor shall provide a statement of acknowledgment and detailed description of measures taken to ensure compliance with and adherence to each of the following requirements:

1. No unauthorized access to information shall be disclosed to any third party without the written authorization of the Town of Taos or order by a court of competent jurisdiction.
2. The confidentiality of offender/defendant records shall not be compromised.
3. The Contractor shall ensure that all persons having access to a custody of records understand and comply with the confidentiality requirement of the contract and request for quotes.

Said services shall be in accord with, and meet professional standards.

CONTRACT TERM: The term is for a one (1) year period.

Company/Individual Background & Team Arrangement:

- Name & local business address (Include any regional offices and/or headquarters.)
- Year established (Include former names and year established, if applicable)
- Type of ownership and parent company and States of incorporation or registration, if applicable;
- Project manager who will be working the project for the company; and
- Core competencies of the company (briefly describe).

If a joint venture or subcontracts are contemplated, provide the same information as above for any joint venture or subcontractor, and explain their role in the contract. (The Prime Contractor must assume all responsibility for the work, this includes the work of any subs).

Please include any general pre-printed or on-line literature regarding your company in this section.

GENERAL SUBMITTAL REQUIREMENTS:

CONTRACTOR HISTORY: The Contractor must be a “responsible” Respondent that is both ethically and financially in good standing within the industry, as determined by the Town. If the Contractor’s local office has had a contract terminated for default during the past three (3) years, this fact shall be disclosed in the RFP response along with the Respondent’s position on the matter(s). If the Respondent has experienced no such terminations for default in the past three years, then it should so indicate.

REFERENCES: Please provide a three (3) references that can provide information concerning your expertise and experience in providing the types of services requested. This should include project description, contact names, addresses, phone and e-mail.

FEE/COST: Provide a breakdown of all costs associated with this project.
Compensation is based on Grant allotment for stated services.

Should you have any questions, please contact Paula Trujillo at 575-737-2601 or via email
(PTRujillo@taosgov.com)