

**GORDON COUNTY BOARD OF COMMISSIONERS
INVITATION TO BID**

Mental Health Services for Gordon County

The Gordon County Board of Commissioners are soliciting for written proposals from interested companies or organizations that have the capability to facilitate the provision or provide all or parts of the Desired Mental Health Services listed in this document.

Your written and sealed proposal must contain at a minimum:

- One or more detail proposals based upon the Desired Mental Health Services listed in this document.
- An authorized signature.
- Written oath stating the contractor has not restricted competitive bidding. (Non-Collusion Affidavit form provided by county).

In addition, the successful supplier shall submit the following items within ten calendar days of written notification from the county of the proposal award:

- Proof of Workmen's Compensation Insurance and, General Liability insurance of at least \$1,000,000 for each occurrence
- Acceptance Certificate in Compliance with Security Homeland Immigration Verifications of workers (form provided by county)
- Employer Affidavit Of Compliance Pursuant To O.C.G.A. § 36-60-6(d) (E-Verify) (form provided by county)
- Written certification that the Contractor operates a drug-free workplace in accordance with O.C.G.A. 50-24-1 through 50-24-6 (form provided by county).

If you choose to submit a written proposal for this service, you must submit **four (6) copies** of your proposal, your sealed proposal must be marked, "RFP – Mental Health Services Gordon County" and delivered to the Gordon County Administration Building at 201 N. Wall Street, Calhoun, Georgia 30701 no later than **2:00 p.m. on Wednesday November 27, 2013**. No faxed or e-mail proposals will be accepted. All proposals will be publicly opened at that time and place. You are invited to attend this proposal opening. No proposals shall be withdrawn for a period of 60 days after the proposal opening.

The Gordon County Board of Commissioners reserves the right to accept, or reject, any and all proposals received and/or disregard informalities in the proposals received. If additional information is needed, contact Martin Vaughn, Gordon - mvaughn@gordoncounty.org

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This RFP desires to increase the available mental health, developmental disabilities, and substance abuse counseling services offered at a local level for the benefit of all the citizens of this County. If the mental health, developmental disabilities and substance abuse counseling services cannot be provided at a Gordon County facility, Gordon County desires the unavailable mental health services be provided at facilities close to Gordon County in a manner that does not overly burden the citizens of Gordon County.

Gordon County desires the following services to be provided in Gordon County on a daily Monday through Friday basis, with some flexible hours to accommodate people after work and school.

Gordon County realizes it may take a period of time for patient populations at the facility to rise to levels that can justify daily service, we request the proposer to detail what patient levels will be required for the desired mental health services to be feasible on a daily Monday through Friday basis.

Gordon County also realizes some of the desired mental health services may never reach population levels to allow the desired service to be performed in Gordon County. In those instances we request the proposer detail how and where the service can be provided, including transportation suggestions.

Gordon County expects each proposer to accept all qualified individuals desiring mental health services to be served regardless of the ability of the individual to pay. The desired mental health services being requested by Gordon County must be provided utilizing Industry Best Practices with research-based treatment methods for all the services provided.

The winning proposer shall report quarterly in writing, and in person when required, on all its activities of all its services in Gordon County, including numbers of clients seen, treatment provided, and methods of payment from all sources. Additionally, numbers of Gordon County citizens being transported and treated at other facilities with the recommendation of the winning proposer shall be provided on a monthly basis. This report shall be sent to the Purchasing Director of Gordon County. Failure to submit this report may cause termination of the agreement between the awarded organization and Gordon County.

The winning proposer shall submit copies of staff and management diplomas, licenses and certifications of all personnel in the Gordon County facility or facilities on a quarterly basis, including any consultant or contract service providers that are not part of the winning proposer organization and their relevant qualifications. This report shall be sent to the Purchasing Director of Gordon County. Failure to submit this report may cause termination of the agreement between the awarded organization and Gordon County.

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DESIRED MENTAL HEALTH SERVICES

- 1) Adult Community Support Individual Services– case management type services. This service is to be provided to clients in their Gordon County homes from the winning proposer. Additional intensive individual, family and group therapy services are to be provided at the winning proposers facility in Gordon County
- 2) Addictive Diseases Services - Alcohol and drug services to address the disease of addiction.
- 3) Child & Adolescent Community Support Individual Services – case management type services. This service is to be provided to clients in their Gordon County homes from the winning proposer. Additional intensive individual, family and group therapy services are to be provided at the winning proposers facility in Gordon County
- 4) Child & Adolescent Mental Health Counseling Services – this service is to be provided at the winning proposers’ facility in Gordon County.
- 5) Adult Mental Health Counseling Services – this service is to be provided at the winning proposers’ facility in Gordon County.
- 6) Adult Mental Health Day Program – this service is to be provided at the winning proposers’ facility in Gordon County.
- 7) Adult Mental Retardation / Developmental Disabilities Services, Residential and Case Management Services - this service is to be provided at the winning proposers’ facility in Gordon County.
- 8) Crisis Stabilization Services – this service is to be provided and proposing vendor shall stipulated where this service is to be perform and by what facility as a routine matter and the means of transporting potential clients to the facility or facilities
- 9) TANF Program (Residential Substance Abuse Services) – this service is to be provided and proposing vendor shall stipulated where this service is to be perform and by what facility as a routine matter and the means of transporting potential clients to the facility or facilities
- 10) Outpatient Clinic Services (doctor, nurse, diagnostic assessments, individual and group therapy) – this service is to be provided at the winning proposers’ facility in Gordon County.
- 11) Mental Retardation/Developmental Disabilities Services – this service is to be provided at the winning proposers’ facility in Gordon County.

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- 12) Partial Hospitalization Program – this service is to be provided and proposing vendor shall stipulated where this service is to be perform and by what facility as a routine matter and the means of transporting potential clients to the facility or facilities

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In addition or in conjunction with the above services the following should also be provided:

- Screening and Assessment
- HIV Education and Testing
- Individual Counseling / Training
- Family Counseling / Training
- Group Counseling / Training
- Medication Administration
- Medication Maintenance
- Residential Supports
- Case Management
- Psychosocial Rehabilitation
- Linage and Referral to Appropriate Services and Agencies
- Substance Abuse Counseling
- Nursing Assessment
- Health Assessment
- Diagnostic Assessment
- Board Certified Psychiatrist Assessment
- Consumer Family Assistance
- Structured Residential Support Programs

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RESOURCES PROVIDED BY GORDON COUNTY

Gordon County owns a building, approximately 3,000 SF that may be used to house some or all the mental health facilities. This building is at 320 North River Street, Calhoun, GA 30701. This building can be provided rent and maintenance free. **All operating equipment, utilities, insurance and any other infrastructure modification will be the responsibility of the winning proposer.** The building is being considered as is, but interior changes could be made at the winning proposers expense should they be needed and with county approval of the changes.

Gordon County requests the proposers to suggest any other resources that the County might be able to provide that would support the winning proposer in providing the desired services. Please include your suggestions and detail the additional resources and how the additional resources from the County would help in providing the desired mental health services in Gordon County.

The winning proposer will be responsible for all billing and collections as necessary to perform the desired mental health services requested by the County. All medications, transportation issues and pharmacy services will be the responsibility of the winning proposer.

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TENTATIVE RFP TIMELINE

Issue RFP	Oct. 28, 2013
Question/Inquiry Deadline	Nov. 15, 2013
Submittal Deadline (2:00 p.m.)	Nov. 27, 2013 at 2PM
Evaluation and Ranking of the Submitted RFPs	Nov. 27 thru Dec.8
Possible Presentations to the Board of Commissioners And Gordon County Social Service Providers	Dec. 19, 2013
Board Consideration & Selection of the Top Company	Dec. 19, 2013 ??
Contract Negotiations with the Top Company	Dec. 20 thru Dec 31
Board Awards Contract	Jan. 7, 2014

RESPONSE FORMAT

All interested parties or organizations that will be submitting proposals shall include the following information in the specified format. Deviation from the specified format may disqualify the vendors submittal.

Section 1

- A. Brief history and profile of the company or organization, location of the company or organization offices, number of years the company or organization has been in the social service business especially for state and other public agencies, and the name, telephone number, and e-mail address of the primary point of contact.
- B. Resumes of key personnel that will be facilitating the provision of or providing services including their experience in providing social services as outlined in the above section.
- C. Listing of any consultant or contract service providers that are not part of the proposing company and their relevant experience.
- D. References (name and telephone numbers) from at least five clients that the company or organization has performed similar services that Gordon County is requesting.
- E. Program Certifications and Accreditations and any awards or recognitions of the proposer
- F. Provider Panels qualifications

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Section 2

- A. Methodology and approach to providing the desired mental health services.
- B. Certifications, awards and other qualifications the County need to consider when evaluating the qualification of the proposer.
- C. Time frame to begin the social services.
- D. Statement of any previous, existing, or pending litigation of the company.
- E. Statement and documentation of the proposers' financial strength and capabilities to provide the social services.

Section 3

In each of the responses below give Staff to Client maximum ratio if applicable. When applicable give hours of operation, costs of services, explanation of how indigent clients will be served, location of services, and what the company or organization expects from Gordon County and other organizations. You must list the 12 desired services requested by Gordon County. For each of the desired services start the response with the one of the letters from the list below (A, B, C, D) taken from below.

- A. The desired mental health services requested by the County will be able to be provided in Gordon County on a **daily Monday through Friday** schedule within 30 days of accepting the terms of this proposal.
- B. Plans are being made to provide the desired mental health service requested by the County and **cannot** be accomplished with 30 days of accepting the terms of this proposal. State what must occur before the desired service can be offered on a daily basis in Gordon County.
- C. The desired mental health services requested by the County will be provide in Gordon County on a **part time basis** – NOT on a daily Monday through Friday schedule. Detail the schedule of what days and times this service will be performed. Detail what must occur in order that the desired service can be provided on a daily Monday through Friday schedule within Gordon County or provide reason the service will remain part time.

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- D. The desired mental health services requested by the County will **NOT** be provided in Gordon County. Detail the Reason why the service cannot be provided. Detail how citizens of Gordon will be able to access this service.

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01)

Adult Support Individual Services— case management type services. This service is to be provided to clients in their Gordon County homes from the winning proposer. Additional intensive individual, family and group therapy services are to be provided at the winning proposers' facility in Gordon County.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Expected costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily?**

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable:**

Reason service cannot be provided locally **if applicable.**

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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02)

Addictive Diseases Services - Alcohol and drug services to address the disease of addiction.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily**?

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable**:

Reason service cannot be provided locally **if applicable**.

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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03)

Child & Adolescent Community Support Individual Services – case management type services. This service is to be provided to clients in their Gordon County homes from the winning proposer. Additional intensive individual, family and group therapy services are to be provided at the winning proposers facility in Gordon County

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily?**

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable:**

Reason service cannot be provided locally **if applicable.**

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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04)

Adult & Adolescent Mental Health Counseling Services – this service is to be provided at the winning proposers' facility in Gordon County.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily**?

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable**:

Reason service cannot be provided locally **if applicable**.

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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05)

Adult Mental Health Counseling Services – this service is to be provided at the winning proposers' facility in Gordon County.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily**?

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable**:

Reason service cannot be provided locally **if applicable**.

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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06)

Adult Mental Health Day Program – this service is to be provided at the winning proposers' facility in Gordon County.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily**?

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable**:

Reason service cannot be provided locally **if applicable**.

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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07)

Adult Mental Retardation / Developmental Disabilities Services, Residential and Case Management Services - this service is to be provided at the winning proposers' facility in Gordon County.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily**?

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable**:

Reason service cannot be provided locally **if applicable**.

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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08)

Crisis Stabilization Services – this service is to be provided and proposing vendor shall stipulated where this service is to be perform and by what facility as a routine matter and the means of transporting potential clients to the facility or facilities

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily?**

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable:**

Reason service cannot be provided locally **if applicable.**

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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09)

TANF Program (Residential Substance Abuse Services) – this service is to be provided and proposing vendor shall stipulated where this service is to be perform and by what facility as a routine matter and the means of transporting potential clients to the facility or facilities

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily?**

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable:**

Reason service cannot be provided locally **if applicable.**

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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10)

Outpatient Clinic Services (doctor, nurse, diagnostic assessments, individual and group therapy) – this service is to be provided at the winning proposers' facility in Gordon County.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily**?

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable**:

Reason service cannot be provided locally **if applicable**.

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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11)

Mental Retardation/Developmental Disabilities Services – this service is to be provided at the winning proposers' facility in Gordon County.

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily**?

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable**:

Reason service cannot be provided locally **if applicable**.

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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12)

Partial Hospitalization Program – – this service is to be provided and proposing vendor shall stipulated where this service is to be perform and by what facility as a routine matter and the means of transporting potential clients to the facility or facilities

Response attribute circle one - A, B, C, D or Other Explain _____

Staff to Client maximum ratio: _____

Hours of operation _____

Normal costs of service _____

Location of services _____

How indigent clients will be served _____

Other Info should be provided below as needed by the response, such as:

What days and times this service will be performed locally **if not daily?**

If not daily what circumstances if any must occur before services can be performed daily locally?

Reason service will be provided part time locally **if applicable:**

Reason service cannot be provided locally **if applicable.**

If applicable, how will citizens obtain service if not provided locally?

If applicable, why proposer will not be able to provide service?

What is expected of Gordon County and other organizations to provide this service?

Please list any other information applicable to this service.

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METHODOLOGY FOR SELECTION

The proposers will be invited to Gordon County to personally present their qualifications to the Board of County Commissioners and representatives from the Gordon County social service community. This public meeting will provide an opportunity for the proposers to clarify and elaborate on their qualifications. This meeting will be a fact finding and explanation session only and does not contemplate or authorize negotiations. After the presentations, a top proposer will be selected and negotiations of a contract will begin. If negotiations with the top ranked company or organization are not successful, those negotiations will be terminated and negotiations with the second ranked company or organization will begin.

GENERAL TERMS AND CONDITIONS

- There are no expressed or implied obligations for Gordon County to reimburse responding entities for any expenses incurred in preparing proposals in response to this RFP.
- The county reserves the right to request clarifications regarding information submitted as well as request additional information from one or more entities submitting qualifications.
- By submitting proposals, a company or organization certifies that it has fully read and understood this RFP, has reviewed the attached documents, and has full knowledge of the nature, scope, quantity and quality of the work to be performed; the detailed requirements of the services to be provided and the conditions under which the services are to be performed. Failure to do so will not relieve the successful proposing company or organization of their obligation to enter into a contract and to completely perform the contract in strict accordance with this RFP.
- Any proposal submitted shall constitute an irrevocable offer for a period of 120 calendar days. It is understood that the details at the RFP level are insufficient to constitute a binding contract as the details will be worked out in accordance with this RFP.
- Ownership of all data, materials, and documentation prepared for and submitted in response to this RFP shall belong exclusively to Gordon County and will be considered a public record and subject to public inspection in accordance with the Georgia Open Record Act, O.C.G.A. 50-18-70 et. seq. unless otherwise provided by law.

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- The Gordon County Board of Commissioners reserves the right to reject any or all proposals, call for new proposals, to waive any informalities in a proposals, or to award a contract to the next most qualified company or organization if the selected company or organization does not execute a contract within 30 days after notification of the award. The Gordon County Board of Commissioners reserves the right to accept, reject, and/or negotiate any and all proposals or parts of proposals deemed by the Board to be in the best interest of citizens of Gordon County.
- This RFP and any resulting contract shall be governed in all respects by the laws of the State of Georgia and the successful proposing company shall comply with all applicable federal, state, and local laws and regulations.
- By submitting their proposals, all proposing companies or organizations certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other person or party in connection with their proposals, and that they have not conferred on any Gordon County employee having official responsibility for this procurement transaction of any payment, loan, subscription, advance, deposit of money, services, or anything of value of more than nominal value, present or promise, unless consideration of substantially equal or greater value was exchanged. The proposing companies or organizations specifically certify that submitting their proposals that they are not in violation of O.C.G.A. 16-10-2 and 16-10-22 for acts of bribery, and/or conspiracy in restraint of free and open competition in transactions with state or political subdivisions.
- By submitting their qualifications, all proposing companies or organizations certify that they are not currently debarred from submitting proposals or proposals on contracts by any agency of the State of Georgia and the federal government, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the State of Georgia or the federal government.

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INQUIRIES ABOUT THIS RFP

All inquiries and questions regarding this RFQ shall be in writing and directed to:

Martin Vaughn – Purchasing Director
mvaughn@gordoncounty.org - e-mail

The deadline for submission of any questions shall be ??? at 5:00 p.m. Questions and answers will be distributed to all interested parties through a formal written addendum to the RFP. The addendum will be posted on the county's web site prior to the submittal deadline. Please check the county's web site often to review the addendums, if any.

ASSIGNMENT

The successful company shall not assign or transfer any interest in the contract or subcontract any part of the contract without prior written approval from the county.

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____ COUNTY OF _____

I _____, being first duly sworn, depose and say that;

He is _____ of _____, the bidder that has submitted the attached bid;

He or she is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid; Such bid is genuine and is not a collusive or sham bid; Neither the said bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or to fix any overhead, profit, or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the Gordon County Board of Commissioners or any person interested in the proposed contract; and

The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Bidder: _____

By: _____

Name Printed: _____

Title: _____

Date: _____

Subscribed and sworn to me this _____ day of _____, 20__.

NOTARY PUBLIC: _____

Commission Expires: _____