



Request for Services for the Underserved Population of Gordon County including but not limited to Mental Health Services

Contact Information:

Gordon County
Attn: Purchasing Director
201 North Wall Street
Calhoun, Georgia 30701

(706) 879-2198
mvaughn@gordoncounty.org

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OVERVIEW

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 services to the underserved population in Gordon County. One or more of the services must be related to mental health.

Your written and sealed proposal must contain at a minimum:

A detail outline of the services you propose to offer.

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

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 **One (1) copy** of your proposal plus one (1) electronic copy either on usb drive or cd, your sealed proposal must be marked, "RFP – 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 10/27/2017** 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 No proposals shall be withdrawn for a period of 60 days after the proposal opening.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

This RFP desires to increase the available services to the Gordon County underserved population including but not limited to mental health services. The services provided must focus on low to moderate income individuals and families. Gordon County desires the 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 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 expects each proposer to accept all qualified individuals desiring the provided services to be served regardless of the ability of the individual to pay. The services being proposed must be provided utilizing Industry Best Practices.

RESOURCES PROVIDED BY GORDON COUNTY

Gordon County owns a building, approximately 3,000 SF that may be used to house some or all the services being provided. 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, cleaning services, minor repairs 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 services proposed. All medications, transportation issues and pharmacy services if any will be the responsibility of the winning proposer.

TENTATIVE RFP TIMELINE

Issue RFP	9/29/2017
Question/Inquiry Deadline	10/19/2017 at 4 p.m.
Submittal Deadline (2:00 p.m.)	10/27/2017 at 2 p.m.
Possible Presentations to the Board of Commissioners And Gordon County Social Service Providers	11/7/2017
Board Consideration & Selection of the Top Company	11/8/2017

RESPONSE FORMAT

You submission shall be in the following format. Deviation from the specified format may disqualify the submission.

All interested parties or organizations that will be submitting proposals shall include the following information in the specified format. Each section **shall be tabbed for ease of evaluation.**

You may submit a cover letter before Section 1.

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.
- C. Why you believe the services you are offering may be in the best interest of Gordon County.

Section 2

- A. Detail list of services to be provided..
- B. Time frame to begin services.
- C. Statement of any previous, existing, or pending litigation of the company.
- D. Statement and documentation of the proposers' financial strength and capabilities to provide the social services.

Section 3

For each service listed in Section 2 part A:

- 1) Applicable hours of operation.
- 2) Brief description of the service to be provided.
- 3) Give explanation of how indigent clients may be served.
- 4) Give staff to client maximum ratio if applicable.

Review of Proposals

The proposers may 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 and service options. 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 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 60 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.
- 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.
- 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 and treatment provided. Additionally, numbers of Gordon County citizens being transported and treated at other facilities shall be provided on a quarterly 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.

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

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.

NON-COLLUSION AFFIDAVIT OF PRIME PROPOSER

GORDON COUNTY BOARD OF COMMISSIONERS

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: _____