



REQUEST FOR PROPOSAL LARIMER COUNTY COLORADO 2555 MIDPOINT DRIVE, SUITE B FORT COLLINS, COLORADO

PROPOSAL NUMBER: 10-02
DESCRIPTION: Inmate Psychological Services
RECORDING DATE: February 23, 2010

The Board of Larimer County Commissioners will be receiving sealed proposals at the office of the Purchasing Director, 2555 Midpoint Drive, Suite B, Fort Collins, Colorado, up to 2PM (our clock), **Tuesday, February 23, 2010** at which time they will be recorded, but not publicly opened, to consider contracting for inmate psychological services for the Larimer County Detention Center.

All questions regarding this proposal should go to Ms. Heather L. Michaels, CPPB, Purchasing Agent, at (970) 498-5954. **Questions are due no later than 10:00 A.M. Friday, February 12, 2010.** Questions may be faxed to Ms. Heather Michaels at 970-498-5959, or e-mailed to hmichaels@larimer.org. Please call to verify receipt of your questions. **No additional questions will be accepted after the date and time referenced above.**

INSTRUCTIONS TO PROPOSERS:

Four (4) copies of your proposal are required. If brochures or other supportive documents are requested, then it is required that 4 sets be submitted with your proposal.

In submitting a proposal, the vendor agrees that acceptance of any or all proposals by the County within a reasonable time or period constitutes a contract. No delivery shall become due or be accepted unless a purchase order shall first have been issued by the Purchasing Director of Larimer County.

No work shall commence nor shall any invoices be paid until the contractor provides the requested proof of insurance as outlined in the "Insurance Requirements For Contractors" ***and*** until such proof is accepted by Larimer County. ***Additionally***, the contractor will provide an endorsement naming Larimer County as an additional insured to their policy. If you have any questions concerning the insurance requirements, please contact Connie Ellis, Property/Casualty Claims Adjuster, at (970) 498-5963 at least one week before the proposal recording date.

Payment for work performed or goods sold to Larimer County can be expected within 30 days after receipt of the invoice and satisfactory acceptance from the department receiving the service or goods.

As of August 7, 2006, state and local government agencies are prohibited from purchasing services from any contractor that knowingly employs illegal immigrants to help carry out publicly funded work per the provisions of C.R.S. 8-17.5-101. Contractors must certify that they are using, or that they are trying to participate in the "Basic Pilot Employment Verification Program". If it is discovered that a contractor awarded a contract employs illegal immigrants or subcontracts with illegal immigrants, Larimer County can terminate the contract and the contractor may be held liable for damages.

Any contract agreed to by the parties that results in a sole source government contract must contain provisions and comply with Article XXVIII, Section 15 of the Colorado Constitution.

Larimer County reserves the right to reject any and or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of the proposal if deemed to be in the best interest of Larimer County to do so. If, in the sole judgment of the Board of County Commissioners, the

proposals are substantially equal, the Board may grant the contract to companies located in Larimer County. The total cost of proposal preparation and submission shall be borne by the proposer.

If, in the sole judgment of the Board of County Commissioners, the bids or proposals are substantially equal, the Board **may** grant the contract to companies located in Larimer County.

All information submitted in response to this request for proposal (RFP) is public after the Notice of Award has been issued. The proposer should not include as part of the response to the RFP any information which the proposer believes to be a trade secret or other privileged or confidential data. If the proposer wishes to include such material with a proposal, then the material should be supplied under separate cover and identified as confidential. Statements that the entire proposal is confidential will not be honored. Larimer County will endeavor to keep that information confidential, separate and apart from the proposal subject to the provisions of the Colorado Open Records Act or order of court.

No telephone, e-mail, or facsimile proposals will be accepted.

Proposals must be clearly identified on the front of the envelope by proposal number and title. Responsibility for timely submittal and routing of proposals, prior to recording, lies solely with the proposer. Proposals received after the recording time specified will not be considered.

Minority Business Enterprises will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on grounds of race, color, or national origin.

PROJECT OVERVIEW

The Larimer County Sheriff's Office intends to contract with a qualified Psychologist to provide Psychological Services for the Larimer County Sheriff's Office. In the county detention center, the psychologist will provide clinical supervision of five (5) mental health staff members and psychological consults with the Medical Unit in managing the mental health of inmates held at the Larimer County Detention Center.

The qualified Psychologist will assist in consulting with the Hostage Negotiation Team related to Strategic Weapons and Tactics (SWAT) calls. Additionally, the Psychologist will conduct critical incident debriefings as requested, fitness for duty psychological evaluations on personnel applying for special positions (i.e. Special Emergency Response Team, SERT Team, SWAT Team) and pre-employment psychological evaluations on potential employees of the Larimer County Sheriff's Office.

SCOPE OF WORK:

Providing Psychological Services to the Larimer County Sheriff's Office will include the following:

- Psychologist is responsible for providing on-call coverage 24-hours per day, seven days per week.
- Psychologist will serve as a consultant to the Larimer County Sheriff's Office – Detention Division by providing the clinical supervision of inmates and staff relating to mental health issues, up to and including consulting with the contracted Medical provider.
- Psychologist will provide the clinical supervision of the Mental Health Unit within the Contract/Inmate Services Section, which includes five (5) mental health staff members.
- Psychologist will coordinate with existing County and Contract employees in the Medical Unit, to include verbal and written communication concerning inmate's mental health needs.
- Psychologist will make every attempt possible to assist with cost containment of the pharmaceutical budget.

- Psychologist will provide consultation, as needed, in facilitating 72-hour mental health holds.
- Psychologist is responsible for providing prior to release assessments or evaluations on inmates as requested by the courts or other court-related professional agencies to facilitate release from custody or transfer of custody to another agency or institution.
(Psychologist may bill the courts or others for court-related professional services).
- Psychologist will provide court testimony as needed concerning evaluations.
- Psychologist will manage the psychiatric position, case load and weekly psychotropic medication clinic.
- Psychologist will evaluate and assist in facilitating behavior management of inmates needing such service and provide treatment recommendations where appropriate.
- In the performance of the above duties, Psychologist must provide a minimum of 30 hours per week, physically working at the jail, providing these services.
- In the event of Psychologist's unavailability, it shall be the Psychologist's sole responsibility to provide a qualified Psychologist and/or Psychiatrist to perform these duties.
- Psychologist is responsible for submitting all required information (full name, drivers license number, date of birth and social security number) on backup psychologist to the Inmate Services Director to ensure they are approved to enter facility, prior to scheduling backup psychologist for work.
- Psychologist will assure all required federal, state, and local standards of mental health care are met.
- Psychologist is solely responsible for meeting all insurance requirements of all personnel employed by the psychologist.
- Psychologist will operate in such a manner that is respectful of human rights to basic mental health care.
- Psychologist will adhere to established standards set by the American Correctional Association and the National Commission on Correctional Health Care regarding mental health services and provide appropriate documentation pertaining to compliance with these standards.
- Psychologist will provide, as needed, consultation to the Sheriff for investigations, hostage negotiations, critical incidents and/or critical incident debriefings.
- Psychologist will provide training for staff on investigations, hostage negotiations, and critical incidents as needed.
- The consulting Psychologist must provide and maintain required documentation for American Correctional Association and the National Commission on Correctional Health Care accreditation. This includes cooperation with the Medical contractor in obtaining required documentation.
- Psychologist will provide 24-hour per day, seven days per week emergency coverage for Larimer County Sheriff staff in need of mental health consultations.

QUALIFICATIONS:

To be considered for award of this contract, the consulting Psychologist is to meet the following minimum qualifications:

1. Psychologist providing services under contract must hold a Ph.D. from an accredited American Psychological Association (APA) program.
2. Psychologist must be licensed in the State of Colorado.
3. The consulting Psychologist must have at least five (5) years of experience in providing Psychological Services in a correctional institution.
4. The consulting Psychologist must be organized for the purpose of providing mental health services and clinical supervision to the Mental Health Unit staff, and have previous experience with proven effectiveness in administering correctional mental health services.
5. The Psychologist must provide certificate or letter documenting training in Hostage Negotiation through a recognized law enforcement agency or academy.
6. The consulting Psychologist must demonstrate an ability to provide mental health services and clinical supervision specifically for the Larimer County Sheriff's Office - Detention Division.

PROPOSAL SUBMITTAL REQUIREMENTS:

Please submit the following information, **in the order as listed**, with your proposal. Failure to submit the submittal requirements requested may result in rejection of your proposal.

1. Signature page
2. Copy of your Ph. D. degree with supporting transcript documentation
3. Copy of your license from State of Colorado
4. Your resume showing at least five continuous years in providing Psychological services in a correctional institution.
5. Certificate or letter documenting prior training in hostage negotiation
6. Your written plan for providing mental health services and clinical supervision specifically for the Larimer County Sheriff's Office- Detention Division
7. Your annual price proposal
8. Tell us what weekly schedule you would prefer in providing the minimum of 30 hours per week, physically working at the jail to perform the described duties

INSURANCE REQUIREMENTS:

Prior to commencement of any work, contractor shall forward Certificates of Insurance to Larimer County, c/o Purchasing, 2555 Midpoint Dr. #B, Fort Collins, Colorado 80525. The insurance required shall be procured and maintained in full force and effect for the duration of the Contract and shall be written for not less than the following amounts, or greater if required by law. Certificate Holder should be Larimer County at the above address.

I. Workers' Compensation and Employers' Liability

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|----|---------------------|-----------|
| A. | State of Colorado: | Statutory |
| B. | Applicable Federal: | Statutory |

C.	Employer's Liability:	\$100,000 Each Accident \$500,000 Disease-Policy Limit \$100,000 Disease-Each Employee
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D. **Waiver of Subrogation**

II. Commercial General Liability on an Occurrence Form including the following coverages: Premises Operations; Products and Completed Operations; Personal and Advertising Injury; Medical Payments; Contractual Liability; Independent Contractors; and Broad Form Property Damage. Coverage provided should be at least as broad as found in Insurance Services Office (ISO) form CG0001. Minimum limits to be as follows:

A.	Bodily Injury & Property Damage General Aggregate Limit	\$1,000,000
B.	Products & Completed Operations Aggregate Limit	\$1,000,000
C.	Personal & Advertising Injury Limit	\$1,000,000
D.	Each Occurrence Limit	\$1,000,000

Other General Liability Conditions:

1. Products and Completed Operations to be maintained for one year after final payment. Contractor shall continue to provide evidence of such coverage to the County on an annual basis during the aforementioned period (as appropriate).
2. **Contractor agrees that the insurance afforded the County is primary.**
3. If coverage is to be provided on Claims Made forms, contractor must refer policy to Risk Management Department for approval and additional requirements.

III.	Professional Liability:	Each Occurrence Limit Aggregate Limit	\$1,000,000 \$1,000,000
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IV. Commercial Automobile Liability coverage to be provided on Business Auto, Garage, or Truckers form. Coverage provided should be at least as broad as found in ISO form CA0001 (BAP), CA0005 (Garage) or CA0012 (Trucker) including coverage for owned, non-owned, & hired autos. Limits to be as follows:

A.	Bodily Injury & Property Damage Combined Single Limit	\$1,000,000
B.	Medical Payments Coverage	\$5,000/person
C.	Uninsured/Underinsured Motorist Colorado Statutory Limit	\$1,000,000

V. **All Insurance policies** (except Workers Compensation and Professional Liability) **shall include Larimer County and its elected officials and employees as additional insureds as their interests may appear.**

VI. The County reserves the right to reject any insurer it deems not financially acceptable by insurance industry standards. Property and Liability Insurance Companies shall be licenses to do business in Colorado and shall have an AM Best rating of not less than B+ and/or VII.

VII. Certificates of insurance on all policies shall give the County written notice of not less than thirty (30) days prior to cancellation or material change in coverage.

VIII. Contractor shall furnish Larimer County certificates of insurance. Contractor will receive all sub-contractors certificates of insurance. Such certificate must meet all requirements listed above.

ANY DEVIATIONS FROM THE STANDARDS GIVEN ABOVE MUST BE APPROVED PRIOR TO BID OPENING BY THE LARIMER COUNTY RISK MANAGEMENT DEPARTMENT.

CONTRACT AGREEMENT:

The period for which the inmate psychological services will be provided in accordance with these specifications is 12 months commencing June 1, 2010 through May 31, 2011. The County at its sole option may offer to extend this Contract for up to four additional one-year terms. The extension option may be exercised providing satisfactory service is given and all terms and conditions of the Contract have been fulfilled. Such extensions must be mutually agreed upon in writing, by and between the County and the Contractor, and approved by the Larimer County Board of County Commissioners.

PAYMENT/INVOICING:

Payment for the services referenced in this Request for Proposal (RFP) shall be made on a monthly basis. Invoices are to be given to the Contract Administrator at the beginning of each month for payment.

EVALUATION CRITERIA:

The evaluation committee will review and rank the proposals on the following criteria:

	Criteria	Weight
1.	Professional Qualifications	25%
2.	Approach to Scope of Work which includes a plan for providing mental health services and clinical supervision for inmates	25%
3.	Proof of training in hostage negotiations and prior experience working in a correctional facility	25%
4.	Annual Cost of Services	25%

The rating scale will be from 1 to 5 with a 1 being a poor rating, 3 being average and 5 being outstanding.

SIGNATURE PAGE

ADDENDA:

The proposer acknowledges the receipt of the following Addenda:

<u>Addendum Number</u>	<u>Date of Addendum</u>	<u>Date Received</u>
_____	_____	_____

The undersigned certifies that he/she has examined the specifications and instructions to proposers and has submitted a proposal in full compliance and without collusion with any other person, individual or corporation.

The undersigned further certifies that he/she is or is trying to participate in the "Basic Pilot Employment Verification Program (Basic Pilot)" as detailed as a part of the "Systematic Alien Verification for Entitlements (SAVE) Program" as found on the U.S. Citizenship and Immigration Services website at (<http://www.uscis.gov>). The entire URL for the SAVE program is:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=71cf58f91f08e010VgnVCM1000000ecd190aRCRD&vgnnextchannel=71919c7755cb9010VgnVCM10000045f3d6a1>

The undersigned certifies that you have verified that you do not employ illegal aliens, and that you shall not knowingly employ an illegal alien to perform work.

SIGNED: _____ TITLE: _____

PRINTED NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE: _____ TELEPHONE NUMBER: _____ FAX NUMBER: _____

For further information regarding this request for proposal, please contact Heather L. Michaels, CPPB, Purchasing Agent, at (970) 498-5954.

Please submit proposals in a sealed envelope using the enclosed "ORANGE" routing tag affixed firmly to the outside of the envelope and marked "Proposal #10-02" to:

Larimer County Purchasing Director
2555 Midpoint Drive, Suite B
Fort Collins, CO 80525-4425