

Request for Proposal

**DRUG AND ALCOHOL SERVICES FUND
CATEGORICAL & SPECIALIZED SERVICES**

LUZERNE-WYOMING COUNTIES DRUG AND ALCOHOL PROGRAM

LUZERNE COUNTY PENNSYLVANIA

For the period beginning July 1, 2020, ending June 30, 2025

DUE DATE: Friday, May 29, 2020 by 4:00 P.M.
Luzerne County Purchasing Department
c/o Mark A. Zulkoski
20 North Pennsylvania Avenue
Suite 203
Wilkes-Barre, PA 18711

REFERENCE NUMBER: 050620RFPD&A

**LUZERNE-WYOMING COUNTIES
DRUG AND ALCOHOL PROGRAM
REQUEST FOR PROPOSAL**

The Luzerne-Wyoming Counties Drug and Alcohol Program invites qualified agencies to submit a proposal(s) to provide one or more of the following services for the period beginning 7/1/20 through 6/30/25. Services included under this RFP are as follows:

Drug and Alcohol Services: School/Community Based Prevention Services, Intervention Services, After Hours Crisis Referral Services, Partial Hospitalization Services, Outpatient Services, Intensive Outpatient Services, Methadone Services, Medication-Assisted Treatment Services, Recovery Housing Services, Certified Recovery Specialist Services, and Case Management (Assessment Only) Services.

The Request for Proposal with guidelines is located on the Luzerne County Website at www.luzernecounty.org and clicking on "Requests for Proposals" and then clicking on Luzerne-Wyoming Counties Drug and Alcohol Program.

Proposals are due on or before Friday, May 29, 2020 by 4:00 p.m. Proposals should be mailed or delivered to: Luzerne County Purchasing Department, c/o Mark A. Zulkoski, 20 North Pennsylvania Avenue, Suite 203, Wilkes-Barre, PA 18711 and marked "Sealed Proposals-Do Not Open."

**LUZERNE COUNTY ADVERTISEMENT PUBLISHED BY
ORDER OF DAVID PEDRI
COUNTY MANAGER**

ATTENTION:

RFPs will be received weekdays between the hours of 9:00 AM to 4:00 PM only (excluding holidays).
All RFPs must be delivered by the time stated in the bid packet.
All RFPs must be delivered to the:

Luzerne County Purchasing Department
20 North Pennsylvania Avenue
Suite 203
Wilkes Barre, PA 18711

Failure to follow these instructions will result in RFP rejection.

Any questions in regard to the RFP package, please contact Mark Zulkoski
At 570 - 820 -6337 or markzulkoski@luzernecounty.org.

ATTENTION

YOU MUST PRINT THE BELOW ADDRESS AND RFP INFORMATION AND AFFIX TO THE OUTSIDE OF YOUR RFP ENVELOPE. THE RFP WILL NOT BE ACCEPTED IF THIS INFORMATION IS NOT PROVIDED.



Luzerne County
Purchasing Department
Penn Place Bldg.
Suite 203
20 N. Penn Ave.
Wilkes-Barre, PA 18711

All RFP returns must have this label attached
With the name and reference number of
the RFP to the outside of the return envelope

place.
You should allow additional time for your bid to be forwarded from the Court House to Penn Place. It is the Responders responsibility to get their RFP packets to the Purchasing Department by the time specified. It is the Responders responsibility to get their RFP packets to the PURCHASING DEPARTMENT by the time specified.

LUZERNE COUNTY WILL NOT BE RESPONSIBLE FOR LATE OR MISDIRECTED MAIL.

Notice to Responders

SEALED RFP PROPOSALS must be submitted to THE LUZERNE COUNTY PURCHASING DEPARTMENT, C/O MARK A. ZULKOSKI, 20 NORTH PENNSYLVANIA AVENUE, SUITE 203, WILKES-BARRE, PA 18711 by 4:00 PM, Friday, May 29, 2020. Luzerne-Wyoming Counties Drug and Alcohol Program.

RFP'S will be opened in the Luzerne County Purchasing Department.

RFP packages may be obtained at the office of Luzerne County Purchasing Department in the Penn Place Building, 20 North Pennsylvania Avenue, Suite 203, Wilkes-Barre, PA 18711, and on the website at www.luzernecounty.org

RFP'S WILL BE RECEIVED WEEKDAYS BETWEEN THE HOURS OF 9:00 AM TO 4:00 PM ONLY (EXCLUDING HOLIDAYS)

Failure to follow these instructions may result in bid rejection.

THE ATTACHED LABELS MUST BE AFFIXED TO THE OUTSIDE OF THE MAILING ENVELOPE OR THE RFP WILL NOT BE ACCEPTED.

RESPONDENTS WHO USE USPS SERVICE PLEASE NOTE:

The Post Office does not deliver mail directly to Penn Place. You should allow additional time for your bid to be forwarded from the Court House to Penn Place. It is the Bidders responsibility to get their RFP packets to the Purchasing Office by the time specified.

LUZERNE COUNTY WILL NOT BE RESPONSIBLE FOR LATE OR MISDIRECTED MAIL

The responder must honor the prices for a period of one (1) year from the date of the execution of the contract and/or as negotiated and illustrated in the contract agreement. By signing and submitting a RFP, each responder shall be deemed to have consented in writing that the RFP may be awarded and shall remain open for up to sixty (60) days of the RFP opening. The County of Luzerne does not discriminate on the basis of race, color, national origin, sex, religion, age, family, and handicapped status in employment or the provision of services.

The County of Luzerne is an Equal Opportunity Employer.

Luzerne County Reserves the right to reject any or all RFP'S, or any part or items of the RFP'S

**LUZERNE COUNTY ADVERTISEMENT PUBLISHED BY
ORDER OF DAVID PEDRI
COUNTY MANAGER**

TABLE OF CONTENTS

I. INTRODUCTION

- A. General Information
- B. Evaluation
- C. Subcontracting

II. NATURE OF SERVICES REQUIRED

- A. Scope of Work
- B. Standards to be followed
- C. Reports to be issued
- D. Record Retention and Access

III. PROPOSAL DOCUMENT INSTRUCTIONS

- A. General Requirements
- B. Body of Proposal

IV. SPECIAL PROVISIONS

Appendices

- A. **Evaluation Criteria and Rating** (See Attached.)
- B. **Drug & Alcohol Service Definitions** (Program Description General and Specific Information for each service activity submitted by Agency.)
- C. **Drug & Alcohol Service Program Funding Request** (Budgetary Support Data for each service activity submitted by Agency.)

**LUZERNE-WYOMING COUNTIES
DRUG AND ALCOHOL PROGRAM
REQUEST FOR PROPOSAL**

LUZERNE COUNTY, PENNSYLVANIA

I. INTRODUCTION

A. General Information

1. Notice of Invitation - The Luzerne-Wyoming Counties Drug and Alcohol Program invites qualified agencies to submit a proposal to provide one or more of the following programs as part of the Drug and Alcohol Funding for the period beginning July 1, 2020 and ending June 30, 2025

Drug and Alcohol Services

School/Community Based Prevention Services
Intervention Services
After Hour Crisis Referral Services
Partial Hospitalization Services
Outpatient Services
Intensive Outpatient Services
Methadone Services
Medication Assisted Treatment Services
Recovery Housing Services
Certified Recovery Services
Case Management - Assessment Services

*All services listed above are to be as defined by the Department of Drug and Alcohol Program's Treatment Manual at the link below:

<http://www.ddap.pa.gov/Manuals/Treatment%20Manual.pdf>

There is no expressed or implied obligation for the Drug and Alcohol Program to reimburse responding agencies for any expenses incurred in preparing proposals in response to this request.

2. Proposal Submission - Prospective agencies should submit detailed proposals on or before Friday, May 29, 2020 by 4:00 p.m. Proposal cover letters should designate who can answer questions concerning the submitted proposals. An officer empowered to bind the agency submitting the proposal must sign the proposal.

Proposals should be mailed or delivered to:

Luzerne County Purchasing Department
c/o Mark A. Zulkoski
20 North Pennsylvania Avenue
Suite 203
Wilkes-Barre, PA 18711

3. Proposal Format. One original and four copies of each proposal should be submitted in the format outlined in Section III. "Proposal Document Instructions".
4. Questions: Any questions should be directed to Ryan Hogan, SCA Drug & Alcohol Administrator at (570) 826-8732.
5. Contract Terms. The proposal should be as defined in Section III, "Proposal Document Instructions".

The contracting agency agrees to indemnify and hold harmless the County, its agents, officials and employees against any and all claims arising out of the performance or nonperformance of this agreement.

By responding to the request for proposal, the agency is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the written submission.

Schedule of key dates:

- a. Friday, May 29, 2020 Submit proposals by 4:00 PM
 Envelopes should be marked;
 "SEALED PROPOSALS - DO NOT OPEN."
- b. July 1, 2020 Begin provision of service

B. Evaluation and Selection of Proposals

The County will perform the evaluation of proposals in accordance with the criteria set forth at Appendix A. The following criteria will also be considered in the evaluation:

1. History of provision of same or comparable service
2. The agency has no conflicts of interest with regard to any other work performed for the County
3. The agency adheres to the instructions in this request for proposal on preparing and submitting the proposal
4. The quality of the agency's professional personnel to be assigned to the program and the quality of the agency's management support personnel to be available for consultation.
5. Expertise with similar federal and/or state financial awards

6. Other criteria as deemed prudent

The County reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Subcontracting

Agencies are not permitted to subcontract or assign any part of the work covered under the scope of the agreement without prior written consent of Drug and Alcohol.

D. Minority and women-owned businesses are encouraged to apply.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work

The agency will provide and assume responsibility for the implementation of the program described in the service definition and the description in the Drug and Alcohol "Program Funding Request". The agency shall perform all services and work committed in a satisfactory manner as determined by the County and Drug and Alcohol.

B. Standards to be followed

To meet the requirements of this request for proposals, the following shall be performed:

1. The agency will use the funds in the manner set forth in the Program Budget. Amendments may be made with permission from Drug and Alcohol.
2. The agency agrees to develop program outcome measures and to collect Data as outlined in Program Outcomes.
3. The Agency agrees to follow the auditing standards set forth by the Department of Public Welfare in response to the Single Audit Act Amendments of 1996, June 1997, and June 2003 revisions of the U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
4. The agency agrees to perform all obligations in accordance with all State and Federal rules and regulations including but not limited to: Equal Employment Opportunity, Affirmative Action Employment Plan, the client's civil and legal rights, and licensing and other quality of service standards.

C. Reports to be issued

The following reports are required to be issued in a timely manner:

1. The Agency's financial audit as guided by the above standards including, if applicable, Pennsylvania DPW Single Audit Supplement subject to the application of Agreed-Upon Procedures.

2. Detailed invoices of actual expenditures for the prior month including an unduplicated count of clients served year to date.
3. Submission of final program outcomes.
4. All reports are to be delivered to the Agency.

D. Record Retention and Access

All records and reports must be retained for a minimum of nine (9) years. The agency will be required to make all records available to the following parties or their designees:

1. Luzerne County
2. Pennsylvania DPW
3. Inspectors General
4. Parties designated by the federal or state governments or by the agency as part of an audit quality review process.
5. Auditors of entities of which the County is a sub-recipient of grant funds.

The agency agrees to permit the County or authorized State representative to monitor and evaluate the terms of this agreement and services provided. Programmatic monitoring and evaluation shall include statistical review of required reports, on-site review of client files, and adherence to reporting requirements.

III. PROPOSAL DOCUMENT INSTRUCTIONS

A. General Requirements

Proposals should include the following:

1. Drug and Alcohol Program Funding Request
2. Program Outcomes
3. Program Budget for ten (10) 6-month budgets beginning July 1, 2020 and ending June 30, 2025.
4. "The term of any agreement that is awarded to a successful responder to this RFP shall, at the sole election of Luzerne County, be for a term either from July 1, 2020 to June 30, 2025.

B. Body of Proposal

The proposal should also include the agency's qualifications, competence, and capacity to undertake the requirements of this request for proposal. Qualifications should demonstrate the ability of the agency and of the particular staff to be assigned to this program.

The proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the agency's capabilities to satisfy the requirements of the request for proposal.

IV. SPECIAL PROGRAMS

A. Prerogatives

Drug and Alcohol reserves the following prerogatives.

1. To reject any or all proposals.
2. To terminate the contract following 30 days written notification to the Agency.

B. Contract Period

"The term of any agreement that is awarded to a successful responder to this RFP shall, at the sole election of Luzerne County, be for a term either from July 1, 2020 to December 31, 2020, and from January 1, 2021 to June 30, 2021. July 1, 2021 to December 31, 2021, and from January 1, 2022 to June 30, 2022. July 1, 2022 to December 31, 2022, and from January 1, 2023 to June 30, 2023. July 1, 2023 to December 31, 2023, and from January 1, 2024 to June 30, 2024. July 1, 2024 to December 31, 2024, and from January 1, 2025 to June 30, 2025.

C. Payment

Payment for services rendered based upon receipt of an itemized statement from the agency for actual expenditures for the prior month.

D. Ownership

All proposals and reports become the property of Luzerne County upon submission, For use as deemed appropriate.

APPENDIX A

After determining that a proposal satisfies the mandatory requirements stated in the request for proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this request shall be based on the best proposal received in accordance with the evaluation criteria stated below:

After an initial screening process of the RFP, a technical question-and-answer conference or interview may be conducted, if deemed necessary by Drug and Alcohol to clarify or verify the agency's proposal and to develop a comprehensive assessment of the service.

Luzerne County reserves the right to consider historic information and fact, whether gained from the agency's proposal, question-and-answer conferences, references or any other source, in the evaluation process.

The agency is cautioned that it is the agency's sole responsibility to submit information related to the evaluation categories and that Luzerne County is under no obligation to solicit such information if it is not included with the agency's proposal. Failure of the agency to submit such information may cause an adverse impact on the evaluation of the agency's proposal.

PROPOSAL EVALUATION CRITERIA AND RATING

	<u>POINT VALUE</u>
1. Soundness of Approach	0 - 35
a. Project Description	
b. Description of target population	
c. Statement of need	
d. Project outcomes	
e. Potential for success	
2. Overall Qualifications of the agency	0 - 25
a. Experience with this service	
b. Experience working with proposed population	
c. Experience coordinating community resources	
3. Qualifications of Individuals performing the service	0 - 10
4. Budget	0 - 30
a. Overall analysis of budget	

Responders Signature Form

Responder _____

Proposal must be signed here _____

Address _____

Telephone number _____

Individual Partnership or Corporation

The responder certifies that they come under the class checked below:

Please insert names:

A. Individual owner _____

B. Partnership partners _____

C. Corporation _____

Exact name of corporation

State incorporated

Note:

All county proposals under the jurisdiction of Luzerne County Manager and Luzerne County Correctional Facility are furnished in duplicate. One copy of the proposal is to be filled out and submitted with the bid and the remaining copy to be retained for the responder's records.

Proposals should be as net prices and shall prevail in the awarding of contracts.

Failure of the responders to sign the bid and have the signature of an authorized representative or agent on the proposal in the space provided, will be cause for rejection of the proposal. Signatures must be written in ink. Typed, printed or stamped signatures will not be accepted.

It is understood by both the county and responders that all trade names, catalogue numbers or bids "as per sample" offered on this proposal shall meet the specifications, unless the responder states that such trade names, catalogue numbers or samples are not equal to the specified item.

Return to Purchasing Department

Non Collusion Affidavit

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

- (1) She/He is the _____ (owner, partner, officer, representative or agent) of the Bidder that had submitted the attached proposal.
- (2) She/He is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal
- (3) Such proposal is genuine and is not part of any conspiracy, collusion or deception.
- (4) Neither the said responder 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 responder, firm or person to submit a collusive or sham proposal in connection with the contract for which the attached bid has been submitted or to refrain from proposing 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 proposer, firm or person to fix the price or prices in the attached proposal or of any other responder, or to fix any overhead, profit or cost element for the prices or the proposal price of any responder, or to secure through any collusion, conspiracy connivance or unlawful agreement any advantage against the 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 responder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
- (5) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer, or potential proposer.
- (6) Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a responder/proposer or potential proposer, and they will not be disclosed before proposal opening.
- (7) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than its proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- (8) The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- (9) The above representations are material and important, and will be relied on by Luzerne County in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Luzerne County of the true facts relating to the submission of proposals for this contract.

(Signed) _____

(Name)

(Title)

Subscribed and sworn to before me this _____ day of _____, 20_____

Name

Title

My commission expires _____