Request for Proposals

Inmate Re-Entry Services

Proposals Will Be Received Until
12:00 Noon, Thursday, March 21, 2019

City/County Purchasing Department
City Hall Suite 324
101 North Main Street
Winston-Salem, NC 27102

ADVERTISEMENT FOR BIDS

Inmate Re-Entry Services

Sealed proposals endorsed Inmate Re-Entry Services to be furnished to Forsyth County will be received by the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, N.C. until 12:00 Noon, Thursday, March 21, 2019. To obtain the complete proposal document or receive instructions for submitting proposals contact Jerry Bates via email jerryjb@cityofws.org, phone 336-747-6939, or visit the Purchasing Department at same location from 8:00 A.M. to 5:00 P.M. Monday through Friday. The County reserves the right to reject any and/or all proposals, bids, to waive informalities in the bids, and to choose the bid that is in the best interests of the County.

Jerry Bates
Purchasing Director
INSTRUCTIONS TO PROPOSERS

INTRODUCTION:
This entire set of documents constitutes the RFP. The proposer must return the RFP with all information necessary to properly analyze the proposer’s response in full, in the same numerical order in which it was issued. Proposer’s notes, exceptions, and comments may be rendered on an attachment, provided the same format of this RFP text is followed.

RFP Response Submission
All proposals shall be returned in a sealed container or opaque envelope containing one original proposal (please mark document as original) showing original signatures and seals and three (3) printed copies marked Forsyth County Inmate Re-Entry Services. Proposals must be submitted to the City/County Purchasing Department in Suite 324, City Hall Building, 101 North Main Street, Winston-Salem, NC, no later than 12:00 Noon, Thursday, March 21, 2019. Late proposals will not be considered. Submittals will not be accepted by fax or electronic mail.

The County will not be obligated for the expenses of any provider arising out of preparation and/or submittal of responses to this RFP. Any and all proposals to this RFP are to be prepared at the cost and expense of the respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses relating to this procurement from the County or any other party for any reason (including the cancellation of this RFP).

Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.

All proposals should be complete and carefully worded and must convey all of the information requested by the County. If errors or exceptions are found in the proposal, or if the proposal fails to conform to the requirements of the RFP, the County will be the sole judge as to whether that variance is significant enough to reject the proposal.

Proposals should be prepared simply and economically. All data, materials, and documentation shall be available in a clear, concise form. The County reserves the right to reproduce proposals for internal use in the evaluation process.

Proposers are expressly forbidden from contacting any other County employee or Forsyth County elected official regarding this Request for Quotations. Any such outside contact may result in disqualification from the request for proposal process.

Proposer Questions and Inquiries
Proposer Questions and Inquiries relative to this RFP must be submitted in writing only by 12:00 Noon, Thursday, March 14, 2019, to Jerry Bates, City/County Purchasing Director, 101 North Main Street, Winston-Salem, NC 27101 or e-mail: jerryjb@cityofws.org (Email is preferred). Fax: (336) 727-2443. The County will provide written responses to all inquiries received by this date, and responses will be made available to all recipients of this RFP. Any oral responses made by any representative of the County may not be relied upon. Any supplements or amendments to this RFP will be in writing and furnished to known potential bidders.

► All proposals should include a signed acknowledgement of any addendums issued.

The County reserves the right to hold proposals open for a period of ninety days (90) days after due date before making awards.
INTRODUCTION AND OVERVIEW

OBJECTIVE OF THIS REQUEST FOR PROPOSAL (RFP)

The Forsyth County Sheriff’s Office is requesting informal quotes / proposals for a one-year contract for the provision of inmate re-entry services, with the objective to reduce recidivism (repeated re-incarceration).

1. EVALUATION CRITERIA

   1. Following the deadline for submittal of proposals, the County of Forsyth will analyze and rank all Vendors based on their response to the information requested.

   2. The County reserves the right to finalize a Contract based on all factors involved in the written qualifications submittal without further discussion or interviews.

   3. The County will conduct an evaluation of the proposal(s) submitted. The evaluation will be based on at least the following criteria; however, not necessarily in the order provided or with equal weight given to each criterion:
     
     i. Compliance with the RFP requirements;
     
     ii. Cost of the specified items or services; and
     
     iii. Other criteria as set forth below:

        a. The ability of the Vendor to provide the highest quality service while staying within the County’s budget.
        
        b. The capacity of the Vendor to perform the contract or provide the service promptly or within the time specified, without delay or interference.
        
        c. The Vendor’s ability to deliver results, gauge results and report.
        
        d. The character, integrity, reputation, experience and efficiency of the Vendor including but not limited to their past performance record with the County or with those given as references.

2. CONTENT & FORMAT

   The proposal should show the name and address of the Vendor submitting the proposal on the front cover. Proposals should include the following in the order listed. Each section should be labeled.

   1. Vendor Information:

      a. Name, address, phone number, email and website of the Vendor;
      
      b. Name of the contact person for the Vendor;
      
      c. A brief company profile describing the chain of command for each person assigned to the project. Document the availability of all persons assigned to the project and whether the Vendor has sufficient resources to complete the project within the County’s time constraints.

   2. References:

      a. A list of references that may be contacted. Include the name, address, phone number, website and a contact person for each reference.

   3. Acknowledgments:

      a. Acknowledgment of any response to questions or addenda sent by the County.

   4. Proposal Information:

      a. Address each and every requirement listed in the Specifications by providing:
      
      b. Proposal Form(s) if provided by the County including a breakdown of all cost and a total overall cost.

3. SPECIFICATIONS

   Proposals should include in-custody training/mentoring programs covering addiction issues, job readiness, anger management and ethics. Proposals should also include reporting of results (inmates out-of-custody) measuring the effectiveness of the program.
Minimally, proposals should also describe:

- Proposed inmate course structure (syllabus, number of inmates, frequency, length of time, etc.).
- Qualifications or experience of the provider, especially with inmate populations.

Other Information

- This contract will be for one (1) year.
- The approximate length of stay for inmates at the Forsyth County Detention center is 25 days.
- The average daily inmate population is approximately 825.
- Open communication and dialogue is expected, including attendance at periodic meetings.
- Provider staff should be able to pass a background check and possess a valid NC Driver’s License.
- Providers should be insured and able to provide a certificate of insurance with minimum insurance requirements as directed by the Forsyth County Risk Manager.

GENERAL TERMS AND CONDITIONS

1. AWARD
   i. Award shall be made to the responsible Vendor whose proposal is determined to be the most advantageous to the County, taking into consideration the evaluation factors set forth in this RFP.

2. (This section left blank intentionally.)
   i. CONTRACT DOCUMENT
   ii. The successful Vendor shall be required to execute a formal contract within ten (10) business days after issuance of a Notice of Award. Said Contract shall be virtually identical in substance and form to the Sample Contract which is attached. The only anticipated changes in the Sample Contract may be to include additional exhibits, to fill in the blanks to identify the successful Vendor, and terms relating to compensation, or to revise the contract to accommodate corrections, changes in the scope of work, or changes pursuant to addenda issued prior to the qualification opening.

3. VENDORS’ REPRESENTATIONS
   i. Each Vendor by submitting a proposal represents that:
   ii. The Vendor has read and understands this RFP including all specifications and attachments
   iii. The Vendor has reviewed the RFP, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with the requirements of the proposed Contract Documents.
   iv. The proposal is based on the terms, materials, systems and equipment required by this RFP, without exception.
   v. The Vendor is qualified to provide the services and equipment required under this RFP and, if awarded the contract, will do so in a professional, timely manner using successful Vendor's best skill and attention.

4. VENDORS’ RESPONSIBILITY
   i. Each Vendor shall fully acquaint itself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this RFP. The failure or omission of the Vendor to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the Vendor or to any contract resulting from this RFP.

5. CONDITIONS AFFECTING THE WORK
   i. The successful Vendor shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions which can affect the work or the cost thereof. Any failure by the successful Vendor to do so will not relieve the Vendor from the responsibility for successfully performing the work without additional expense to the County. The County assumes no responsibility for any understanding or
representations concerning conditions made by any of its officers, agents or consultants prior to the submission of a proposal or the execution of any contract related thereto, unless such understandings or representations by the County are expressly stated in the Contract Documents.

6. DISCLAIMER OF LIABILITY
   i. The Vendor hereby releases and forever discharges the County, its agents, officers, officials, and employees, from any and all claims, demands, expenses, costs and liabilities of any kind or nature directly or indirectly related to any personal injury and/or property damage arising out of the performance of the Service, except those claims that result from the sole negligence of the County or a County employee acting within the scope of the employment. The Vendor shall indemnify, defend and hold harmless the County, its agents officers, officials, and employees from and against any and all claims, demands expenses, costs and liabilities of any kind or nature, directly or indirectly caused by, arising out of, or related to the intentional, negligent or reckless acts or omissions of the Vendor, and its agents or employees, in the performance of these services.

7. INSURANCE REQUIREMENTS
   i. The successful Vendor, at its own expense, shall at all times during the term of the Contract, maintain insurance as required herein (see General Insurance Forms) and previously incorporated by reference. The County shall not execute the Contract until the successful Vendor has submitted acceptable Insurance Certificate(s), which must be submitted within ten (10) business days of receipt of the Notice of Award, and which reflect that the required coverage is in place and that all premiums have been paid. The County may contact the successful Vendor’s insurer(s) or insurer(s)’ agent(s) directly at any time regarding the successful Vendor’s coverage, coverage amounts, or other such relevant and reasonable issues related to this Contract. The County must be advised immediately of any changes in required coverage.

PLEASE NOTE THE FOLLOWING:

Contract Period
The contract period will be for a period of one year contingent upon funding by the Board of Commissioners.

If after thirty (30) days the Contractor has not reached an acceptable level of service, he shall be given thirty (30) days’ notice that his contract will be terminated at the end of thirty (30) days in which event the County will be responsible only for payment of services performed through the date of termination. The value of work completed shall be the sole determination of the County in such a case.

By signing below the Proposer agrees to the following:
The Proposer agrees that in carrying out this agreement, compliance will be maintained with all applicable federal, state, and local laws, specifically including, without limitations, the Occupational Safety and Health Act of 1970 and Section 1324A, the Immigration Reform and Control Act.

The Proposer certifies that the proposal is made in good faith and without collusion with any person submitting a proposal in response to this RFP or with any officer or employee of the County of Forsyth

The undersigned further agrees, in connection with the performance of this agreement, not to discriminate against any employee or applicant for employment because of race, religion, color, gender, age, handicap, political affiliation or national origin

This document IS NOT the complete proposal. To obtain the completed proposal specifications contact Jerry Bates via email jerryjb@cityofws.org, by phone 336-747-6939, or visit the Purchasing Department, City Hall Building, Suite 324, 101 North Main Street, Winston-Salem, NC during regular office hours.