



REQUEST FOR PROPOSALS

AND

SCOPE OF SERVICES

FOR

PROBATION SUPERVISION AND
MONITORING SERVICES

HOT SPRINGS, ARKANSAS

DECEMBER 10, 2021

CITY OF HOT SPRINGS, ARKANSAS
PURCHASING OFFICE
P O Box 6300, 71902; 324 Malvern Ave, 71901
Phone 501-321-6830 or 501-321-6822
Fax 501-321-6833
purchasing@cityhs.net

TABLE OF CONTENTS

TABLE OF CONTENTS	2
ACKNOWLEDGEMENT	3
I. INTRODUCTION	4
II. SCOPE OF SERVICES	4
III. PROPOSAL SUBMISSION	4
IV. PROPOSAL REQUIREMENTS/EVALUATION	5
A. QUALIFICATIONS/EXPERIENCE/REFERENCES	
B. PROPOSED METHOD OF SERVICE	
C. CAPABILITY AND AVAILABILITY FOR SERVICE	
D. LOCATION	
E. DBE/WBE/MBE CERTIFICATION	
PROPOSER’S CHECKLIST	6
INSURANCE REQUIREMENTS	7
SCOPE OF WORK (ATTACHMENT A)	8
TERMS AND CONDITIONS	9
I. DEFINITIONS	9
II. INTERPRETATION OF RFP	9
III. EVALUATION CRITERIA	11
V. PROTEST PROCEDURES	12
VI. AWARD OF CONTRACT	13

ACKNOWLEDGMENT

ACKNOWLEDGMENT OF THIS INVITATION TO BID (ITB)/REQUEST FOR PROPOSALS (RFP) MUST BE RECEIVED BY THE CITY IN ORDER FOR YOU TO RECEIVE ADDENDA (e.g., updates or changes to the bid packet).

PLEASE COMPLETE BELOW AND FAX TO 501-321-6833 or email purchasing@cityhs.net UPON RECEIPT OF THIS PACKET so you will receive any changes or updates that may occur. If we do not receive this form from you, the City is not responsible for any updates or changes that you do not receive.

RFP: PROBATION SUPERVISION AND MONITORING SERVICES

DATE RECEIVED _____

RECIPIENT : _____ (NAME)

_____ (ADDRESS)

_____ (PHONE)

_____ (FAX)

_____ (EMAIL)

Printed Name

Signature

REQUEST FOR PROPOSALS (RFP)
Probation Supervision and Monitoring Services
DECEMBER 10, 2021

I. INTRODUCTION

The City of Hot Springs, Arkansas, is seeking proposals for probation supervision and monitoring services. This Request for Proposals (RFP) contains all the information necessary to prepare and submit a proposal. Prospective proposers are advised to study this RFP completely and follow the instructions exactly.

II. SCOPE OF SERVICES

The City of Hot Springs, Garland County District Court is requesting proposals to engage a contractor capable of providing various services related to the monitoring and supervision of individuals sentenced to probation. See attachment A for the detailed scope of service.

The contractor shall provide a minimum of three employees to manage the intake, supervision, monitoring, and reporting expectations for all probationers. Contractor must comply with all statutory requirements for contractors providing services to the District Court, including but not limited to being properly registered and bonded with the Arkansas Secretary of State, and providing the required reporting regarding fees collected to the City, County, and District Court Clerk. The service provider shall collect fees from the probationer based on the State statutes.

The term of the contract will be for one (1) year with the option of four (4) twelve (12) months extensions upon mutual agreement with the contractor and the City. The City reserves the right to cancel the contract with a thirty (30) day written notice.

III. PROPOSAL SUBMISSION

1. All proposals must be received at the Purchasing Office, City of Hot Springs, Arkansas, by 2:00 P.M CT, FRIDAY, DECEMBER 10, 2021 **regardless** of delivery method.
2. The envelope or container transmitting the proposals must be sealed, labeled, and addressed as follows:

PURCHASING OFFICE
CITY OF HOT SPRINGS
P O BOX 6300
324 Malvern Avenue, 2nd Floor, Room 206
HOT SPRINGS, AR 71902-6300
PROBATION SUPERVISION AND MONITORING SERVICES
TO BE OPENED: 2:00 P.M CT, FRIDAY, DECEMBER 10, 2021

3. **ONE (1) original sealed** proposal must be submitted (for reproduction by the City Staff) and **ONE (1) PDF version (flash drive or CD)**. The City **will not** accept the PDF version by email. Any proposal not submitted in compliance with the instructions contained in this section and/or not

containing the information requested by Section IV may be declared "non-responsive" and may not be considered.

IV. PROPOSAL REQUIREMENTS/EVALUATION

Proposers must submit proposals that include the categories enumerated hereinafter. Proposals will be evaluated in accordance with the City's evaluation criteria (Terms & Conditions, Section IV) based solely upon the proposal contents; therefore, respondents should carefully address each of the following proposal content categories.

A. QUALIFICATION/EXPERIENCE/REFERENCES

Qualifications - describe and provide detail of the firm's qualifications and experience to perform this work (include expertise, training, certifications, licenses, etc.). Include a list of references with company name, contact information, and address.

B. PROPOSED METHOD OF SERVICE

Respondents must detail the approach they will take in achieving the scope of services. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the service.

C. CAPACITY AND AVAILABILITY FOR SERVICE.

Describe the organization, main areas of business, equipment availability, and resources for performing service to the City. The past record or performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines.

D. LOCATION

The firm's proximity to and familiarity with the area in which the project is located.

E. DBE/WBE

Proposers who are **certified** disadvantaged business enterprises (DBE) or women-owned business enterprises (WBE) or minority-owned business enterprises (MBE) may qualify for five (5) points as a DBE/WBE/MBE. To claim these points, proposers must include a copy of a current DBE/WBE/MBE certification issued by a governmental agency with their proposal.



Dorethea Yates, Finance Director

11/30/2021

Date

Proposer's Checklist of Required Items

CITY OF HOT SPRINGS
HOT SPRINGS, ARKANSAS

PROBATION SUPERVISION AND MONITORING SERVICES

This Bidder's Checklist is provided to ensure all required forms are completed, signed, and returned as part of the bid submission. All forms must be included as indicated for a bid to be considered a complete and responsive bid. Appropriate signatures and the date are required on each document. If an item is missing, the bid may be declared unresponsive and therefore rejected.

This sheet will serve as the cover sheet for the bid submission.

	Required	Submitted
Statement of Requirements	X	
One (1) Original Sealed Proposal	X	
One (1) PDF Version of the Original Proposal	X	
Scope of Work (Attachment A Signed)	X	

Bidder's Signature

Date Signed

Bidder's Trade Name (Company, Individual, etc.)

STATEMENT OF REQUIREMENTS

Certificates for those coverages *checked below* must be submitted by the Bidder with the bid forms. (If there are no checks in the left column, no insurance requirements apply.)

General Liability (Minimum Amt.) \$ 500,000

Product Liability (Minimum Amt.) \$ _____

Vehicle Liability (Minimum Amt. per law)

Workers Compensation

Builders Risk (Minimum Amt.) \$ _____

Personal Injury (Minimum Amt.) \$ _____

Certificate of Good Standing with the State's Secretary of State

In addition to the above certification, the Bidders are hereby notified that the following additional items apply to this procurement as noted.

This procurement is subject to an escalation clause. (maximum 3% annually)

This procurement is **not** subject to an escalation clause.

This procurement is subject to federally required certifications/contract clauses.

This procurement is **not** subject to federally required certifications/contract clauses.

AR City Business License: City _____ Number _____

Bidder's Signature

Bidder's Trade Name (Company, Individual, etc.)

Date Signed

ATTACHMENT A SCOPE OF SERVICE

The following requested services for probation supervision and monitoring include, but are not limited to:

1. Monitoring and supervising individuals to ensure compliance with court orders
2. Providing and administering drug and alcohol screening to probationers
3. Providing electronic monitoring regarding location, drug and alcohol usage, or other forms of monitoring for high-risk probationers
4. Providing pre-trial supervision and monitoring as a condition of an individual's release from custody
5. Implementing and monitoring compliance with alternative sentencing programs or requirements
6. Monitoring and reporting to the Court on community services attendance and completion for all defendants
7. Coordinating with various services providers and community stakeholders to ensure probationer's successful completion of the probationary term
8. Implementing and monitoring any programs or conditions designed to reduce recidivism for probationers
9. Monitoring the collection of fines, fees, and costs
10. Reporting compliance to the Court for each probationer participating in a specialty court and as needed for performance reviews on additional court dates

COMPANY

AUTHORIZED SIGNATURE

DATE

REQUEST FOR PROPOSALS (RFP)

TERMS AND CONDITIONS

I. DEFINITIONS

Throughout this request for proposals, the following definitions shall apply:

1. “RFP” means Request for Proposals.
2. “City” means the City of Hot Springs, Arkansas, a municipal corporation and its authorized agents. The terms owner or buyer are synonymous with City.
3. “Proposer” and “Entity” means the individual, firm, partnership, joint venture, or corporation which submits a proposal to the City in response to this RFP.
4. “Contractor” means the proposer chosen by the City to perform the services outlined in the RFP.
5. “Project” or “Plan” means providing service for probation supervision and monitoring services, in accordance with the scope of services and specifications.

II. INTERPRETATION OF RFP

1. Any person, firm, or corporation able to meet the requirements of this RFP is invited to respond to this RFP. Proposals will be bound by the provisions contained in this RFP unless an amendment or deviation is formally approved and distributed by the City.
2. This RFP represents in writing to all proposers the most comprehensive and definite statement that the City is able to make as to the requirements, terms, and conditions for this proposal process and performance of the project. Information and understandings, verbal or written, which are not contained either in this RFP or in subsequent written addenda to this RFP will not be considered in evaluating proposals. Any conditions or expectations on the part of the proposer for performance by the City must be set forth in the proposal. The City is not obligated to consider the proposer’s post submittal terms and conditions.
3. The scope of work and services listed are to be interpreted as meaning the minimum acceptable by the City.
4. Proposals must include all federal, state, and local taxes, as applicable.
5. As part of the public negotiation process leading to the selection of a contractor, the City may request additions or modifications to any proposal. It is the present intent of the City not to negotiate substantive portions of an applicant's proposal and to rely on the information submitted in these proposals in awarding a contract.
6. The City reserves the right to award the contract without further discussion on the proposals submitted. The City and its designees also reserve the right to reject and/or accept any and all proposals received or parts thereof by item, groups of items, or in total. The City retains the right to waive any minor irregularities in any proposal submitted.

The City may make such investigations it deems necessary to determine the ability of the proposer to provide/perform as sought by the City and the proposer shall provide relevant information as requested.

7. All proposals will become part of the official file on this matter without obligation to the City. In addition, respondents are hereby advised that proposals, once the City has made its selection, are subject to the Arkansas Freedom of Information Act and, therefore, available for viewing or copying by anyone upon request.
8. This solicitation does not commit the City to pay any costs incurred in preparing and submitting the proposal or to contract for the services specified.
9. Acceptance by the successful proposer of an award from this proposal indicates that the successful candidate is in no way currently indebted to the City, Garland County, or the State of Arkansas. Indebtedness to any of the above shall be the basis for non-award and/or cancellation of any award.
10. It is the City's policy to encourage the involvement of Disadvantaged Business Enterprises (minority-owned and women-owned businesses) in contracts awarded. DBE's are particularly invited to submit proposals to perform work outlined in this RFP, either as a prime contractor, subcontractor or as part of a joint venture. Non-DBE firms are encouraged to arrange subcontracts or joint ventures with DBE's prior to submission of their proposal.
11. Any questions concerning this RFP should be directed to Olivia Thomason, 324 Malvern, Hot Springs, AR 71901, or City of Hot Springs, Purchasing Office, PO box 6300, Hot Springs, AR 71902, (501) 321-6830, or emailed to purchasing@cityhs.net.
12. Requests for clarification of any items, requirements, or specifications contained herein must be received by the City, **IN WRITING**, no later than the close of business on December 2, 2021. Upon receipt of a request for clarification, the City shall respond in writing no later than December 3, 2021, and shall furnish a copy of the said response to all prospective respondents who have obtained copies of the RFP at the time the City's response is mailed if the response materially changes the RFP or is deemed significant. The procedure outlined above shall be followed in order to ensure competitive fairness by providing all prospective respondents with the same information. Except when in the City's best interest, the names of prospective proposers will not be divulged.
13. Proposals must be signed by a corporate officer authorized to commit the submitting firm and shall remain in full force and effect for ninety (90) calendar days following the date of opening. Proposals may be withdrawn prior to opening only. Negligence on the part of the proposer shall not constitute a right to withdraw the proposal after it is opened.
14. Respondents should also be available for oral presentations if such presentations are deemed necessary to determine the most qualified firm. Any such oral presentation will be scheduled through the Purchasing Office at a mutually convenient time. All presentations will be scheduled after the RFP submittal.
15. Any contract resulting from this RFP may be terminated by either party to the contract upon thirty (30) days' written notice.

16. The contracting party shall not discriminate based on race, sex, color, national origin, gender, sexual orientation, gender identity, or disability.
17. The escalation clause shall only be applicable to contracts with an option for annual extensions, for such goods and services as the City shall, in writing, so designate as subject to escalation. Prices are to remain firm for an initial period of 120 days after bid award. Thereafter, in the event of price increase of material, equipment, or labor occurring during the performance of the contract, through no fault of the Contractor, the contract sum may be equitably adjusted by both written notice and justifiable proof of cause for adjustment. The City shall provide the Contractor, in writing, an acceptance of the escalation before any price adjustment may be implemented. In no case shall the Contractor's fixed profit margin, as established by the original contract amount, increase due to escalations during the term of the contract.

III. EVALUATION CRITERIA

The City's purpose in soliciting proposals is to determine and select the best-qualified firm with which to award an agreement at the best possible price. In order to accomplish this objective, the following evaluation criteria and procedures will be used:

	<u>Criteria</u>	<u>Max. Points</u>
A.	Qualifications/Experience/Competence	35
B.	Proposed Method	25
C.	Capability/Availability	20
D.	Location	15
E.	DBE/WBE/MBE	<u>5</u>
Total Points Possible		100

Proposals will be reviewed by a selection committee using the above criteria. Each reviewer will evaluate the five sections of each proposal based on the proposal's content. Reviewers will then assign a point score between zero and the criteria's maximum possible points for each section. Points for each proposal will then be totaled and proposals ranked from the highest to the lowest total point score. The City reserves the right to invite two or more of the highest-rated firms to make oral presentations (shortlist). Firms invited to make oral presentations will be re-evaluated using the above criteria based on their oral presentation. The firm selected for a bid award will be expected to incorporate, in the agreement their assurances, offers, or guarantees made in their oral presentation. Negotiations will be conducted initially with the firm adjudged to be the best-qualified firm following the ranking and rating process. If a mutually satisfactory contract cannot be negotiated with the selected firm, the firm will be requested to submit a best and final offer in writing, and, if not approved, negotiations with that firm will be terminated. Negotiations will then be initiated with the subsequently qualified firm, and this procedure will be continued until a mutually satisfactory contract has been negotiated. The objective of negotiations will be to reach an agreement on the plans for the services to be provided and an acceptable cost proposal that outlines the cost for each task and final product.

IV. PROTEST PROCEDURES

Protest of bidding procedures, specifications, or bid/contract awards shall be made in accordance with the following procedures. Such protests may only be initiated by an authorized representative of a person, firm, or corporation who has a direct economic interest in the particular procurement in question.

1. **Protest Filing.** Any protest must be filed with the purchasing agent at the address specified in the bid specifications or quotation request for the receipt of bids or quotes. The protest must be in writing and describe in full detail the basis for the protest and the particular bid or quote in controversy. In order to meet the time frames enumerated hereinafter, a protest may be received in person, by U.S. mail, facsimile, or electronic means; provided, however, that facsimile or electronic filing shall be followed with documents bearing original signatures as soon as practical thereafter.
2. **Bid Specifications (Pre-Award).** Protest of bid specifications or bidding procedures must be received by the purchasing office no later than five (5) business days prior to the scheduled bid opening or quotation closure period. Protests received on the day of bid opening or quotation closure will not be considered.
3. **Award.** Protests of procurement decisions shall be filed by the protestant within five (5) business days of the award decision. Upon a determination of vendor selection from the bid process, a “Notice of Intent to Award” will be posted on the City’s bid website. The purchasing agent, in consultation with the City Attorney and City Manager, shall have the authority to settle and resolve the protest. If the protest is not resolved by mutual agreement, the City Manager or his designee shall issue a decision in writing to the protestant within ten (10) business days after receipt of the protest stating the reasons for the action taken.
4. **Post-award protests and protest timelines.** All post-award protests shall be referred to the City Manager for action. Furthermore, the City Manager, at his discretion, may extend the protest timelines.
5. **Stay of procurement award.** In the event of a timely protest pursuant to this section, the city shall not proceed with the solicitation or procurement until the protest is resolved by mutual agreement, the City Manager or his designee issues a final decision, the board of directors approves the procurement in controversy or a court decision is rendered if the controversy is filed in court. Provided, however, that the city may proceed with procurement in controversy if a written determination is made by the purchasing agent, in consultation with the city attorney, that the items to be purchased are urgently required, the delivery or performance will be unduly delayed by failure to make the award promptly, or failure to make award will otherwise cause undue harm to the city.
6. **Award notification.** Notification of procurement decisions shall be available as soon as such decisions are final. Bid or contract award recommendations to be considered by the board of directors shall whenever possible, also be available in the office of the city clerk seven (7) calendar days prior to the board of directors meeting at which the bid or contract award is scheduled for consideration. It is the responsibility of all bidders to make inquiries of the purchasing office regarding procurement decisions for rendering protests.

7. **Federal grants.** Protest of any procurement funded in whole or in part with federal grant funds may also be filed subsequently with the funding agency. The Department with primary oversight responsibility for a particular federal grant shall ensure that federal agency bid protest procedures, if any, are made available and shall provide assistance in the administration of such agency protest procedures.

V. AWARD OF CONTRACT

The City Manager or his designee will review the selection committee's recommendation and make the final decision regarding recommending the bid award to the Board of Directors. The City will be contacting the successful bidder to negotiate a contract/service agreement. The detailed provision of the contract will be reviewed by the City Attorney. Any significant work alterations or additions during the term of the contract shall be renegotiated by the City and the selected respondent. The selected respondent may be required to obtain a City business license. The City reserves the right to request the modification of any and all proposals and/or to reject all proposals.