

COUNTY OF TORRANCE

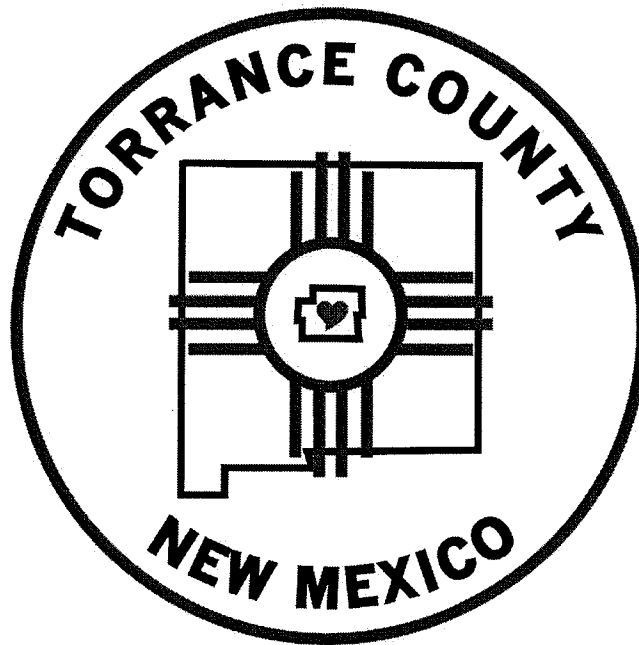
PO Box 48

205 9th Street

Estancia, NM 87016

Phone: 505-246-4752

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REQUEST FOR PROPOSALS FOR Management and Administration of the Torrance County Project Office—REVISED

RFP No. 2010-002

Proposal Deadline: May 25, 2010: 3:00 PM

County Manager: Joy Ansley

**COUNTY OF TORRANCE
OFFICE OF THE COUNTY MANAGER**

NOTICE OF REQUEST FOR PROPOSALS

Qualifications-based competitive sealed proposals will be received by Torrance County, PO Box 48, 205 9th Street, Estancia, NM 87016 until Tuesday, May 25, 2010 at 3:00 PM for RFP No. 2010-02—Professional Services for management and administration of all contract programs and services offered by the Torrance County Project Office—Revised. Copies of the RFP may be obtained in person at the aforementioned address or will be mailed, faxed or emailed upon written or telephonic request to Joy Ansley, County Manager, 505-246-4752 or the Torrance County website at: www.torrancecountynm.org A mandatory pre-proposal conference will be held on Tuesday, May 4, 2010, at 2:00 p.m. at the TCPO building, 809 S. 1st St., Moriarty. Torrance County reserves the right to accept or reject any or all proposals and to waive all technicalities. The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978 imposes civil and criminal penalties for code violations. In addition, the NM criminal statutes impose felony/penalties for illegal bribes, gratuities and kickbacks.

/s/ Joy Ansley
Torrance County Manager
April 21, 2010

I. GENERAL INFORMATION/PROJECT DESCRIPTION

The County of Torrance is soliciting a Request for Proposal (RFP) No. 2010-02 for Professional Services for Management and Administration of the Torrance County Project Office—Revised. The current contractor employs twenty-three (23) individuals in full and part-time positions to provide management, administrative functions and direct services for all contract programs and services offered by Torrance County under the advisement of the Partnership for a Healthy Torrance County (PHTC). Torrance County serves as the fiscal agent for all the programs and services provided through the TCPO.

Torrance County is requesting that responders prepare a brief proposal based on this RFP and accompanying information. The proposal should address the interest to satisfy the County's objectives established for this effort. The proposal should also clearly demonstrate the capability to achieve the scope of work. It is, therefore, important that all key individuals assigned to projects be listed. This RFP was prepared in accordance with current State procurement statutes. Careful review of the RFP is highly recommended to ensure a responsive submittal.

In order to adequately supply the committee members involved in reviewing the RFPs and making the selection, an original and (5) copies of the RFP shall be submitted. Proposals shall be sealed and externally marked, "TCPO RFP".

The format for RFPs is objective and represents a comprehensive and fair system for evaluation of submittals. Should you require additional information, please feel free to contact Joy Ansley, County Manager at 505-246-4752 or jansley@torrancecountynm.org prior to the pre-proposal conference. Any response to questions or requests for information that arise prior to or during the pre-proposal conference will be addressed at the conference and summarized in written format and disseminated to all in attendance. No questions or requests for information will be entertained after the pre-proposal conference.

II. SCOPE OF WORK

INTRODUCTION AND GENERAL INFORMATION

The County of Torrance is issuing a Request for Proposal (RFP) for Professional Services for management and administration of the Torrance County Project Office. The County offers these services through the TCPO, under the direction and supervision of the Board of County Commissioners of Torrance County, and the advisement of the community health improvement council The Partnership for a Healthy Torrance County. Programs are funded through a variety of State and Federal Agency grant sources.

Torrance County is the fiscal agent of all Local, State and Federally funded programs directly related to the functioning of the TCPO and TCPO TO GO

Transportation Services. The Partnership for a Healthy Torrance County serves as the advisory council to the County Commission for these programs. The successful proposal shall enter into a contract with the Torrance County Board of Commissioners effective July 1, 2010 and shall terminate June 30, 2011 with an option for renewal on an annual basis. Those funding sources that have already been secured for the 2011 Fiscal Year include:

FUNDER	TITLE	FY 11 AMOUNT
DOH	Adolescent Pregnancy Prevention	\$30,500
CYFD	Domestic Violence	\$99,000
CYFD	Home Visiting	\$63,000
NMPCA	MOSAA/PE	\$53,125
NMDOT	Section 5311	\$240,324.51**
NMDOT	Section 5316 JARC	\$23,100
MRCOG	Section 5316 TANF	\$28,000
TOTAL		\$537,049.51

**Section 5311 funding is federal, and operates on a federal fiscal year. Proposals may include all programs, family service programs or transportation programs. To obtain maximum points, all programs must be included.

All funding amounts are subject to change according to budget adjustments by funding agency.

The County reserves the right to accept or reject any or all proposals, and to waive any technicalities when it is in the best interest of the County.

TCPO TO GO Transportation Services: In addition to the Family Services and Domestic Violence Programs offered through the TCPO the current contractor also operates TCPO TO GO Transportation Services, a rural public transportation system, funded with Federal (5311), State (5316) and local dollars. The program offers a fixed route, modified fixed route and demand response services. TCPO TO GO clients are Torrance County area residents utilizing services to access job sites, education sites, child care, work and skill related trainings, medical and behavioral health providers, pharmacies, support services, senior centers and area businesses. In State FY 2009, TCPO TO GO transportation services completed a total of 14,553 passenger trips. The program currently employs a staff of 12 full and part-time employees and operates 9 vehicles which include two mini-vans, 1 handicapped accessible, one 12-passenger van and six 10-passenger vans, of which 9 are handicapped accessible. On behalf of TCPO TO GO, Torrance County applied for and received a PRC non-emergency medical transportation permit, to transport non-emergency patients of Salud and non-Salud providers. The FY 2011 funding award for the 5311 program is \$240,324.51, of which \$140,296.49 is federal dollars. The 5316 program award is anticipated to be

about \$28,000 for TANF and \$23,100 for JARC. The 5316 Job Access/Reverse Commute Program is funded on the state fiscal year. The County will require the Contractor to minimize the cash match by maximizing the generation of revenues through the medical transport contracts, as well as exploring additional possible revenue sources. Current fee for service revenue contracts include Logisticare and Access to Care for Medicaid non-salud client transportation and Smart Choice alternative ride program offered on the weekends with funding provided through a partnership with the Torrance County DWI Program.

The Contractor shall perform and accomplish the following work:

OBJECTIVE AND SCOPE OF WORK: The scope of services to manage and administer the programs offered by the Torrance County Project Office will include, but not be limited to the following:

1. Oversee the management of all of the grant and/or contract programs and services offered through the Torrance County Project Office.
2. Demonstrate the possibility of retaining existing staff employed with TCPO and TCPO TO GO. Hire, retain and supervise staff necessary for operation of all of the programs and ensure that all staff is trained in accordance with agency contract guidelines. Conduct a 90 day initial employee evaluation and an annual evaluation thereafter.
3. Assure employee contract compliance, compliance with payroll taxes and provide proof of Workers Compensation Insurance and General and Professional Liability Insurance.
4. Conduct regular staff meetings to discuss pertinent issues, exchange program related information, and facilitate planning.
5. Attend and/or convene meetings as required by funding agencies in accordance with grant/contract guidelines.
6. File all program and financial reports in accordance with funding agency contracts.
7. Prepare budgets and submit billings with supporting documentation to funding agency in the required time frame. Submit reimbursement requests to the County with supporting documentation in the required time frame.
8. Prepare and retain all records as may be required by the funding agencies and have them available for audit upon request with notice.

9. Research additional funding sources to sustain existing programs and/or add new programs that are compatible in mission and approved by the PHTC and the County Commission. Prepare and submit applications and proposals.
10. Collaborate with State and Federal agencies, area coalitions and organizations to conduct community assessments, set priorities, develop strategic plans, conduct outcome evaluations and disseminate information and education to the community-at-large.
11. Provide Torrance County and the PHTC with monthly reports for each program funded through this contract.
12. Participate in County trainings, Department Head meetings, Safety Meetings. The Executive Director will be present at County Commissions meetings and be prepared to provide information on programs offered through the Torrance County Project Office as requested by the County Commission and/or the County Manager.

III. GENERAL PROVISIONS

Performance will be monitored and evaluated by periodic on site work reviews, review of quarterly and monthly reports, and scheduled consultations with the County Commission and PHTC.

Annual Performance Measures

- Number of families and individuals utilizing the services offered at the Torrance County Project Office as documented in monthly reports.
- Outcomes of annual site visits/audits by program managers from funding agencies and evidenced by site visit reports and response to findings.
- Additional funding leveraged to support and expand programs and services.
- Increased staff capacity to deliver services and expand programs as evidenced by trainings completed, CEUs earned, partnerships developed within the community and the region.
- Participation in community events and initiatives
- Number of clients utilizing TCPO TO GO system.
- Demonstration of minimization of local match requirement to the 5311 funding through alternative revenue collections.

EVALUATION CRITERIA

CRITERIA AND POINT VALUES

Proposals must address each of the following criteria. Each proposal may be awarded percentage point up to the amount listed in parentheses.

	<u>Suggested Points</u>	<u>Points this RFP</u>
1. Experience of Firm Experience and knowledge of the County's needs and services to be provided. The ability to provide and complete the scope of work within a scheduled timeframe.	[15]	_____
2. Qualifications of Personnel Assigned to the Project Described in the scope of work within this RFP.	[20]	_____
3. Overall Capability of the Firm The firm's resources to provide the requirement within this RFP.	[15]	_____
4. Familiarity with Torrance County, and willingness to keep existing staff employed	[25]	_____
5. Proposal Content Does proposal demonstrate ability to assume all Programs (20), or just family services (10), or transportation (10).	[20]	_____
6. Proposal Submittal Format	[5]	_____
TOTAL 100 POINTS		_____

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

- 1.1 Addendum:** a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
- 1.2 Contractor:** means the Successful Offeror awarded the Agreement/Contract.
- 1.3 Determination:** means the written documentation of a decision of the procurement officer including findings of fact required supporting a decision. A determination becomes part of the procurement file to which it pertains (13-1-52 NMSA 1978).
- 1.4 Offeror:** any person, corporation, or partnership legally licensed to provide professional services in this state, which chooses to submit a proposal in response to this Request for Proposals.
- 1.5 Procurement Manager:** means the person or designee authorized by the County of Torrance to manager or administer procurement requiring the evaluation of proposals.
- 1.6 Request for Proposals:** or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals (13-1-21 NMSA 1978).
- 1.7 Responsible Offeror or Proposer:** means an offeror or proposer who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (13-1-85 NMSA 1978).
- 1.8 Responsive Offer or Proposal:** means an offer or proposal, which conforms in all material, respects to the requirements set forth in the request for proposals. Material respects of a request for proposals include, but are not limited to, price, quality, quantity or delivery requirements (13-1-85 NMSA 1978).
- 1.9** The terms **must, shall, is required, or are required,** identify a mandatory item or factor. Failure to comply with a mandatory item or factor will result in the rejection of the offeror's proposal.

- 1.10 The terms **can, may, should, preferably,** or **prefers** identify a desirable or discretionary item or factor.

2. REQUEST FOR PROPOSAL DOCUMENTS

2.1 COPIES OF REQUEST FOR PROPOSALS

- A. A complete set of the Request for Proposals may be obtained from the County of Torrance as stated in the RFP Notice.
- B. A complete set of the Request for Proposals shall be used in preparing proposals; the County of Torrance assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.
- C. The County of Torrance in making copies of Request for Proposals available on the above terms, does so only for the purpose of obtaining proposals on the Project and does not confer a license or grant for any other use.
- D. A copy of the RFP shall be made available for public inspection and shall be posted at the Office of the Manager, 205 9th Street, Estancia, NM 87016.

2.2 ADDENDA

- A. Addenda will be mailed, by facsimile or hand delivered to all who are known by the County of Torrance to have received a complete set of Request for Proposals.
- B. Copies of Addenda will be made available for inspection wherever Request for Proposals is on file for that purpose.
- C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one, which includes postponement of the date for receipt of Proposals.
- D. Each Offeror shall ascertain, prior to submitting the Proposal that the Offeror has received all Addenda issued, and shall acknowledge their receipt in the Proposal transmittal letter.

3. PROPOSAL SUBMITTAL PROCEDURES

3.1 NUMBER, FORM AND STYLE OF PROPOSALS

- A. Offerors shall provide one (1) original and five (5) copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- B. All proposals must be typewritten on standard 8 ½" x 11" paper and bound on the left-hand margin;
- C. A maximum of 10 pages, including title, index, etc., not including front and back covers.
- D. The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:
 - 1) Letter of Transmittal;
 - 2) Response to Experience of Firm;
 - 3) Response to Qualifications of Personnel Assigned to the Project;
 - 4) Response to Overall Capability of the Firm;
 - 5) Response to Familiarity with Torrance County;
 - 6) Response to Proposal Content
 - 7) Proposal Submittal Format;
 - 8) Other supporting or resource material.
- E. **Any Proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.**
- F. Offeror may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. A request that states that the entire proposal is kept confidential will not be acceptable. Only matters, which clearly are of a confidential nature, will be considered.
- G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.
- H. A pre-proposal conference will be held on Tuesday May 4, 2010 at 2:00 pm at the TCPO building. The address is 809 S. 1st St., Moriarty.

