



**PINAL COUNTY**  
**COMPETITIVE SOLICITATION**

2. Form:

The following documents are included and made a part of the contract:

- This document
- Response
- Addendums, if any
- Best and Final Offer
- Executed Contract
- Purchase Order

If you have a proposed form of contract, it must be submitted with your response. Award is contingent upon contract documents acceptable to the County. County will award contracts to primary vendors only.

3. Evaluation criteria: Contract award, if any, will be made to the firm whose response is determined to be most advantageous to the County. Selection criteria include, but are not limited to:

- Conformance to specifications
- Total cost
- Results of reference checks
- Past performance on similar contracts with the County or other governmental entities
- Other \_\_\_\_\_

4. Cancellation: All contracts are subject to cancellation by the County pursuant to A.R.S. §38-511 (conflict of interest) and §41.2546.A (appropriation of monies), the pertinent provisions of which are incorporated into and made part of this Agreement as if set forth in full. In addition, the County may terminate the contract at any time and with cause after giving thirty (30) days' written notice. Mutual consent may terminate the contract at any time for convenience after giving sixty (60) days' written notice.

5. Assignability: The County reserves the right to deny the assignment of the contract.

6. Severability/Jurisdiction: Each provision of the contract stands alone and any provision of the contract found to be prohibited by law will be ineffective only to the extent of such prohibition, without invalidating the remainder of the contract. The laws of the State of Arizona apply to all provisions under the contract. Any action must be commenced no later than one year after termination of the contract. Notwithstanding A.R.S. § 12-408, venue for any suit or action arising under this Contract shall be commenced and remain in the Superior Court of the State of Arizona in and for the County of Pinal, Florence, Arizona, but only after exhausting all possible administrative remedies.

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7. Intergovernmental Purchasing: The County has entered into interactive purchasing agreements with other political subdivisions in order to conserve resources, reduce procurement and commodity/services costs, and improve delivery time. Other governmental parties to these interactive purchasing agreements may request the successful bidder to extend provisions of the contract to them.

**INSURANCE**

Insurance required:

No

Yes

Worker's compensation:

Coverage that satisfies the obligations imposed by Arizona law.

Yes

Comprehensive general liability insurance:

Combined single limit amount per occurrence including coverage for bodily injury, death, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, contractor's protective, products and completed operations, and explosion, collapse and underground coverage, if applicable. Policy must contain a severability of interest clause.

\$1,000,000

\$4,000,000

\$2,000,000

\$5,000,000

\$3,000,000

Other \_\_\_\_\_

Yes

Comprehensive automobile liability and property damage insurance:

Amount per occurrence, covering all vehicles (whether owned or hired) assigned to or utilized in the performance of the specifications.

\$1,000,000

\$4,000,000

\$2,000,000

\$5,000,000

\$3,000,000

Other \_\_\_\_\_

Yes

Professional liability insurance:

Amount per claim and aggregate, kept in force at least two years after completion of and payment for specifications.

\$1,000,000

\$4,000,000

\$2,000,000

\$5,000,000

\$3,000,000

Other \$\_\_\_\_\_

Certificates of insurance, except for Worker's Compensation, must be sent to the County within fifteen (15) days' of the notice of contract award and must name Pinal County and its agents, officials and employees as additional insureds. Coverage cannot be terminated without thirty (30) days' written notice to the County.

**RESPONSE**

1. Identification: All responses must be sealed and marked with the Proposal/Bid # and Description and sent to the attention of the buyer at the address listed on this letterhead. Hand delivery must be made to 31 N Pinal, Building A, Second Floor. Envelopes must have a return address including name, address, phone and fax numbers. Responses must include completed Response Forms.
2. Qualification: Late responses will not be considered. Failure to complete and return all Bid Response Forms will result in rejection of your response. The County reserves the

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right to accept or reject any part of any or all proposals as may be determined to be in the best interest of the County. The right to waive minor informalities is hereby reserved.

3. Proprietary designations: Portions of the responses can be designated as proprietary if justified to the satisfaction of the Chief Financial Officer. Justification must include any copyright, patent or license information along with an explanation of what harm your firm will suffer if the information is disclosed under the Freedom of Information Act. All responses are open to public inspection after contract award.
  
4. Discussions after initial response (FOR RFP'S AND RFQ'S ONLY): Opportunity for discussion is at the discretion of the County. Discussions may be conducted to determine the firm's full understanding of and compliance with the specifications and may relate to negotiation of changes to Responses or for obtaining best and final offers.

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Pinal County intends to establish a pool of agencies that will provide treatment and testing service for adult probationers.

Pinal County reserves the right to award by individual line item, group of line items, or as a total, whichever is deemed most advantageous to the County.

**Any agency not responding to this RFP and/or awarded under this RFP will not receive payment from Pinal County Adult Probation (PCAP) for services covered in this RFP, regardless of any prior agreements.**

Upon award PCAP reserves the right to select agencies from the approved pool on a case by case basis and which most appropriately meet the needs of individual probationers. Services will be paid via unit price, reimbursement and fee for service. PCAP will be the “payor of last resort” for all treatment services.

Responses to this Request for Proposal will be submitted in the following format.

1. Pinal County Competitive Solicitation Form
2. Cover / Introduction Letter
  - ~ Describe principal place of business and location from which the County will be serviced.
  - ~ List the service(s) by section(s) and element(s) you are responding to (e.g. “This proposal is in response to Sections / Elements #1, #2b, #2c, #3b, and #3c.”).
3. Responses to the “White Section”
4. Responses and Proposals for Sections 1 thru 5
5. Any Proposed “Alternate Standards”
6. Attachments: required certifications and licenses  
resumes of key personnel  
required policies and procedures  
list of sub-contractors

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The RFP includes the following five sections of services; of which four are further divided into elements and six appendixes.

Section 1. Domestic Violence Counseling

Section 2. Alcohol Abuse Counseling, to include

- a. Assessment (billed as a regular counseling session, unless requested as a stand-alone service)
- b. Motivation Enhancement (billed as a regular counseling session, unless requested as a stand alone service)
- c. Regular Out-Patient Counseling, individual and group
- d. Intensive Out-Patient
- e. Short Term Residential (30 days or less)
- f. Long Term Residential (more than 30 days)
- g. Relapse Prevention (billed as regular counseling sessions, unless requested as a stand-alone service)

Section 3. Illegal Substance Abuse Counseling, to include

- a. Assessment (billed as a regular counseling session, unless requested as a stand-alone service)
- b. Motivation Enhancement (billed as a regular counseling session, unless requested as a stand alone service)
- c. Regular Out-Patient, individual and group (including substance abuse education)
- d. Intensive Out-Patient (including substance abuse education)
- e. Short Term Residential (30 to 90 days)
- f. Long Term Residential (more than 90 days)
- g. Relapse Prevention (billed as regular counseling sessions, unless requested as a stand-alone service)

Section 4. Sex Offender Services, to include

- a. Assessment (billed as a regular counseling session, unless requested as a stand-alone service)
- b. Motivation Enhancement (billed as a regular counseling session, unless requested as a stand alone service)
- c. Counseling; individual, group, and family
- d. Testing
  - (1) Polygraph
  - (2) Plethysmograph

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- (3) ABEL
- (4) Multiphasic Sexual Inventory
- e. Relapse Prevention (billed as regular counseling sessions, unless requested as a stand-alone service)

Section 5. Urinalysis Services, to include

- a. Illegal substance and alcohol use
- b. Prescription medication monitoring

Appendixes

Appendix "A"	Pinale County Probation Financial Matrix
Appendix "B"	Principles of Effective Treatment
Appendix "C"	Supreme Court of Arizona Adult & Juvenile Probation & Pre-Trial Services Drug Testing Policies & Procedures
Appendix "D"	Adult Substance Use Survey – ASUS
Appendix "E"	DTEF Monthly Status / Progress Report
Appendix "F"	Supreme Court of the State of Arizona Administrative Order No. 95-20

Proposers may respond to part or all of above listed services.

Proposals should be no more than eight (8) pages, size 12 font.

ALL PROPOSERS must complete the **WHITE** section.

Proposers responding to Section...

#1 must also complete the **PINK** section.

#2 must also complete the **BLUE** section.

#3 must also complete the **GREEN** section.

#4 must also complete the **ORANGE** section.

#5 must also complete the **YELLOW** section.

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**Proposals for Sections #1-4 above** which are most consistent with the program descriptions and standards for each section and NIDA's Principles of Effective Treatment (Appendix B) will be given the greatest consideration for award. Your proposal will address the program design elements listed below, along with specific program standards outlined in each section, in the same order listed below. Include a billing schedule for all proposed services, priced in units (e.g., hour, day), and including mileage, if appropriate. Billing schedules for 2a, 2b, 2g, 3a, 3b, 3g, 4a, 4b and 4d, should include price for services, if requested as a stand alone service, unless the proposer will **not** be offering these as a standalone service in addition to being components of the regular program.

- Describe program design's specific target population intake criteria.
- Describe the process, which shall be used to assess level of placement, recommendation, and probationer needs for recommended service.
- Describe program's process for assessing probationer's special needs (e.g. ethnic, gender, cultural) and determination of possible alternative service needs.
- Explain program philosophy on treatment intervention with probationers.
- Identify and explain program's opportunity for success (cite research base, previous evaluation results, success in other places).
- Identify agency and program goal.
- Describe resources that shall be allocated to the program (staff, equipment, materials), and indicate what percentage of total proposed cost will go to administration.
- Identify and define, and implement, program activities and methods that shall accomplish objectives of the Request requirements.
- Describe specific linkages to other programs/services to address probationers' related needs such as transportation, childcare, economic deficits, medical care, mental health, job skills, or other identified service needs.
- Describe plan for communication with Pinal County Adult Probation.
- Describe strategy to involve and/or re-mediate resistant and recalcitrant probationers.
- Describe how discharge criteria and expected probationer outcomes shall be measured.

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**Proposal for Section #5 above** will address the elements listed below, point by point, along with specific program standards outlined in Section 5, in the same order listed below. Include a billing schedule for all proposed services, priced in units (e.g., hour, day), and including mileage, if appropriate.

- Describe the array of services to be covered by any contract awarded.
- Describe the agency(s)' philosophy regarding the place of urine testing in the criminal justice system, along with the agency(s)' related goals, objectives, and outcome measures.
- Identify other successful contracts/agency(s) served, especially the Contract Provider(s)/Agency(s) ability to provide services which withstand legal challenges.
- Identify the percentage of proposed costs dedicated to service delivery, and the percentage of proposed costs dedicated to agency administration.
- Describe plan for communication with Pinal County Adult Probation.
- Describe how the agency(s) will meet the requirements of service and service delivery.

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**SPECIFICATIONS**

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**RESPONSE FORMS**

1. Contacts and authorized signatures

This response to Solicitation # 0405-011 is submitted by:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of person authorized to bind the firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #/Fax #

\_\_\_\_\_  
Taxpayer Identification Number

The firm expressly warrants and certifies that neither the firm nor its employees or associates have directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in conjunction with this agreement.

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**RESPONSE FORMS**

2. References

List five customers of your firm who you have provided services similar to this solicitation. Include customer's company name, address, telephone number, fax number, contact name, length of service.

a. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**RESPONSE FORMS**

3. Pricing  
Proposed pricing must remain firm for a period of 60 days after Response due date.



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**RESPONSE FORMS**

