

OCEAN COUNTY BOARD OF HEALTH

REQUEST FOR QUALIFICATIONS FOR

48 Hour IDRC Program Services

RFQ #Q091218

**NOTICE OF SOLICITATION OF REQUEST FOR QUALIFICATIONS
48 HOUR IDRC PROGRAM SERVICES
RFQ#Q091218**

RFP DUE DATE: October 3, 2018

NOTICE IS HEREBY GIVEN that sealed Requests for Qualifications for **48 IDRC Program Services** will be received and opened by the OCEAN COUNTY BOARD OF HEALTH OF THE COUNTY OF OCEAN or its designee at the Ocean County Health Department Building, 175 Sunset Avenue, Toms River, New Jersey, 08754 on October 3, 2018 at 4:30 PM prevailing time.

Each Request for Qualification must be signed by the proposer and clearly marked in a sealed envelope. Submittals shall be mailed to the Ocean County Board of Health and must be received prior to the date and time listed above. Submittals which are hand delivered the day of the opening must be taken and presented to the Ocean County Board of Health by the time the Submittals are called for. The Ocean County Board of Health will not be responsible for late mail deliveries and no Submittals will be accepted if received after the time stipulated in this notice.

All qualification submittals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq.

All Requests for Qualifications are required to comply with the requirements of N.J. S.A. 10:5-31 et seq. and N.J.A.C. 17:27 and N.J.S.A. 52:32-44. All proposers must be fully licensed to carry out the duties of their respective professions as required by State law.

The Ocean County Board of Health reserves the right to reject any or all proposals and waive any informality or technicality in any proposal as determined to be so in the best interest of the Ocean County Board of Health.

Oren Thomas
Purchasing Agent

**Ocean County Board of Health
Request for Qualifications
48 Hour IDRC Program Services
Responses Due: October 3, 2018**

INTRODUCTION

The Ocean County Board of Health requests qualifications from vendors capable of providing 48 Hour IDRC Program Services for a one year term beginning November 10, 2018 through November 9, 2019.

SCOPE OF WORK

To provide 48 hour IDRC Program Services for the residents of Ocean County who are required by law or court order to attend, in accordance with the State of New Jersey Regulations and Laws governing such services.

Education Classes, Assessment, Evaluation and Referral

The successful agency will be responsible for providing the Ocean County IDRC clients with the educational, assessment, evaluation and referral services for residents who are required by court or law to complete the 48-Hour IDRC. The successful applicant will supervise, schedule, and coordinate their professional licensed or certified counseling staff consistent with requirements and qualifications. The selection of the professional staff must have the final approval of the Ocean County Health Department. The successful agency will be responsible for approved curriculum content and staff certifications from the Intoxicated Driving Program as stated in N.J.A.C. 10:162-2.8. All IDRC class sessions must meet the Division of Mental Health and Addiction Services (DMHAS) Intoxicated Driving Program requirements and curriculum. The successful applicant must function with at least one (1) on-site counselor being a Licensed Clinical Alcohol & Drug Counselor (LCADC). Additional counselors must, at a minimum, be prepared at the level of Certified Alcohol and Drug Counselor (CADC).

Housing and Maintenance

The successful agency will describe and document their ability to provide the consecutive 48-Hour program, including but not limited to, the housing and maintenance of clients for 48 consecutive hours. Nutritious meals must be provided, and facilities must meet all statutes and regulations of the State of New Jersey and of the local municipality/authority having jurisdiction (AHJ). Provisions must be included for the care and safety of all clients and compliance with laws and regulations regarding, handicapped accessibility and compliance with laws and regulations against discrimination. Facilities must be available to the Provider for the duration of this contract.

ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of the individual(s) to be assigned to perform the tasks.
2. Experience of the individual(s) to be assigned including a listing of experience with providing the service, copies of current credentials, licensure, and resumes.
3. A statement concerning the ability of the vendor to perform tasks requested by the Ocean County Board of Health.
4. A description of the program support staff available to the individual(s) to be assigned.
5. Current Commercial and Professional Liability Insurance that include minimum coverage limits of \$3,000,000 for each occurrence and \$5,000,000 as the general aggregate. The Policies shall name the Ocean County Board of Health, the Ocean County Health Department, all Board members, officials, agents and employees as additional insured.
6. Program Description in compliance with N.J.A.C. Chapter 10:162, N.J.S.A. 45:2D-1 et seq., Division of Consumer Affairs and N.J.S.A 39:4-50 DUI Statute.
7. Statement of History Servicing 12 Hour IDRC clients, 48 Hour IDRC clients or similar clientele, knowledge of the Law, and experience providing services to governmental agencies.
8. A signed, completed copy of the enclosed RFQ Document Checklist and documents required therein.

SUBMISSION REQUIREMENTS

All responses to the Request for Qualifications (“RFQ”):

1. Will be opened publicly at 175 Sunset Avenue, Toms River, NJ 08754 at the time and date stated above.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFQ and the RFQ date on the outside of the envelope.
3. Responses which are to be hand delivered the day of the opening must be taken and presented to the Ocean County Health Department Purchasing Agent at the time the responses to this RFQ are called for.
4. Responses to the RFQ which are to be mailed shall be mailed to:

Ocean County Health Department
Attn: Oren Thomas, Purchasing Agent
175 Sunset Ave
PO Box 2191

Toms River NJ 08754

and must be received prior to the above stated time. Late proposals will not be accepted. Facsimile or emailed proposals will not be accepted.

5. The Agency will not be responsible for late mail deliveries and no responses to this RFQ will be accepted if received after the time stipulated above.

6. An original and three copies of your response to this RFQ must be submitted for your response to be deemed complete.

SELECTION CRITERIA

A committee will review and rank all responses. The selection criteria to be used in awarding a contract for the services described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the amounts of their respective participation;

2. Experience in providing the services requested by the Board and references related thereto;

3. Ability to perform the tasks in a timely fashion, including staffing and familiarity with the subject matter;

4. Recent, current and projected work load of the vendor;

5. Thoroughness and completeness of the applicant's submittal.

The Ocean County Board of Health shall recognize and name a vendor through formal Ocean County Board of Health resolution that best meets the needs and interests of Ocean County residents.

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Transitional Period (excluding Professional Contracts) – In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the Ocean County Board of Health, the Contractor shall continue all terms and conditions of said contract for a period not to exceed ninety (90) days at the Board's request.