



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Montgomery County DC/CC Mental Health Case Manager
RFP#8842

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) for one, part time Mental Health Case Manager.

1. Scope of Work

The Contractor shall be responsible for the following:

- Overseeing the service component of the mental health court program.
- Managing a case load of 50 clients
- Facilitating access to services for clients
- Establishing new contracts/developing partnerships
- Evaluating new resources for clients
- All other duties as assigned

2. Contractor Requirements

- Preferred- Bachelors Degree from an accredited college or university and two (2) years of fieldwork or case management experience to include project or program case management in the field of addictions, human/family services, health services, public safety or law enforcement, corrections, or court management.
- Associate's Degree from an accredited college or university and four (4) years of fieldwork or case management to include project or program case management in the

field of addictions, human/family services, health services, public safety or law enforcement, corrects or court management.

- Maryland Driver's License Required
- Contractor required to be on-site at Montgomery County District/Circuit Court every Tuesday (8 hours), Wednesday (4 hours), and Thursday (8 hours).

3. Contractor Skills/Abilities

- Knowledge and experience with regard for case management, ancillary services
- Ability to develop partnerships
- Knowledge of clinical and criminal justice services
- Ability to communicate effectively, to facilitate meetings and presentations
- Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, service providers, and the public
- Ability to perform all essential functions of the position

4. Contract Type

The resulting contract shall be for Fixed Price.

5. Contract Term

The Contract resulting from this Small Procurement (RFP) shall begin **on or around March 11, 2019** and extend until June 30, 2019. The Judiciary shall have the sole right to exercise up to two (2) six-month renewal options at its discretion.

6. Procurement Officer

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

Whitney Williams

Maryland Judiciary, Administrative Office of the Courts
Department of Procurement, Contract and Grant Administration
Telephone: 410-260-1581
Email: whitneywilliams@mdcourts.gov

7. Form of Response

Proposals must be in writing.

- a. **Part I** – Technical proposal must include one resume, a written response to the Scope of Work that demonstrates the Offeror’s capabilities and experience in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

8. Proposal Closing Date

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00pm (local time) on February 21, 2019** in order to be considered.

9. Award Determination

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Price

Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

Labor Category	Hourly Labor Rate*	Total Hours**	Total Proposed Price
Mental Health Case Manager- Base period ending June 30, 2019	\$	320	\$
Mental Health Case Manager- Option 1- 6 months	\$	480	\$
Mental Health Case Manager- Option 2- 6 months	\$	480	\$
*TOTAL EVALUATED PRICE.....			\$

*Fully loaded fixed price that includes all direct and indirect costs and profit for the Contractor to perform. Indirect costs shall include all costs that would normally be considered general and administrative costs and/or travel costs or which in any way are allocated by the Contractor against direct labor hours as a means of calculating profit or recouping costs which cannot be directly attributable to the Contract. The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.

** Estimated hours for evaluation purposes only and do not constitute billing bases.

Submitted by Authorized Signature
Date
Print Name and Title
Company Name
Company Address
Telephone
Federal Tax Identification No.