



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Guardianship Monitors**  
**RFP# 12558**  
**ISSUED: October 16, 2020**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy.

**Purpose & Background**

The Maryland Judiciary Administrative Office of the Courts (AOC) is seeking proposals from prospective Offerors to contract for Guardianship Monitors in order to investigate specific matters pursuant to Md. Rule 10-106.2 and the Maryland Judiciary's Guardianship Monitoring Protocol.

The Guardianship Monitor may be appointed to investigate the establishment of guardianship or monitor situations after guardianship is established.

**Offerors may propose one Contractor's Resource or a team to provide the requested services. The resulting award will be a state-wide solution to be exercised on an as-needed basis and at the AOC's discretion via Blanket Purchase Order.**

**The AOC anticipates making multiple awards.**

**1. Scope of Work:**

**Contractor's Resource shall:**

- Investigate the well-being of respondents in guardianship proceedings through review of reports, interviews, and home visits.
- Interview respondents, guardians, and other stakeholders regarding the welfare of protected persons.
- Conduct home visits.

- Make written reports and recommendations to the Court:
  - i. Regarding the respondent's needs.
  - ii. The appropriateness of the guardianship.
  - iii. Whether less restrictive alternatives might meet the respondent's needs and what supports might be necessary to enhance the respondent's abilities.
  - iv. Recommendations about further evaluations.
  - v. Powers to be given the guardian.
- Testify in court as needed.

## **2. Contractor's Resource Minimum Requirements**

**To be considered for award, the Contractor's Resource shall demonstrate the following requirements:**

- Have at least 3 years of experience working with vulnerable populations as a social worker, a mental health professional, a former adult protective services staff person, or a criminal justice investigator.
- Possess a bachelor's degree in social work, counseling, clinical psychology, gerontology, criminal justice or related behavioral science. Individuals with a master's degree are preferred.
- Skill in conducting investigations, including interviewing, review of medical and psychological reports, and on-site visits to residences and other locations
- Skill in preparing clear and concise reports.
- Ability to conduct oneself in a fair, courteous, and efficient manner.
- Ability to gather information, often under stressful circumstances.
- Ability to work with children, older adults, and people with disabilities.
- Excellent organizational skills with the ability to meet deadlines.
- Possess a valid Maryland driver's license required to operate a motor vehicle, and they consent to a criminal background check.

**3. Place of Performance**

- Guardianship Monitor services are needed for all Maryland Judiciary court houses in every county of the State of Maryland as well as Baltimore City
- Offerors shall list, in their response, the geographical areas/counties which their firm WILL or WILL NOT service.

Maryland Court locations can be found at: <https://www.mdcourts.gov/courtsdirectory>

- 4. Pre-Proposal Conference:** A Pre-Proposal Conference will be held **on October 28<sup>th</sup>, 2020 beginning at 1:00 PM (EST)**. Attendance at the Conference is not mandatory but recommended in order to facilitate better preparation of proposals.

This Pre-Proposal Conference will be held in conjunction with Small RFP 12556, Guardianship Auditors, due to the similar nature of the procurements.

Offerors may attend via dial in option:

**Dial-in number: +1 443-833-0155    Access Code: 826504578**

**5. Contract Type**

The resulting contract shall be for Fixed Price.

**6. Contract Term**

The Contract resulting from this Small Procurement (RFP) shall begin with execution of Purchase Order and extend for a base period of one year. The Judiciary shall have the sole right to exercise up to one, one-year renewal option at its discretion.

**7. 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:

**Christos Bazekis**

Maryland Judiciary, Administrative Office of the Courts  
Department of Procurement, Contract and Grant Administration  
Telephone: 410-260-1582  
Email: [Christos.Bazekis@mdcourts.gov](mailto:Christos.Bazekis@mdcourts.gov)

**8. Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the following:
  - i. **Proposed contractor’s resource experience working with vulnerable populations**
  - ii. **Proposed contractor’s resource resume(s)**
  - iii. **If proposing a team to provide the services, clearly identify the role of each contractor’s resource**
  - iv. **Provide 2-3 customer references for the contractor’s resource where the customer is similar in size to the RFP scope**
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

**9. Proposal Closing Date**

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00pm (local time) on November 12, 2020** in order to be considered.

**10. Award Determination**

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

- Skills and Background
- Experience
- Availability
- Work Plan for this engagement
- 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 Categories	Hourly Labor Rate*
Guardianship Monitors – One-year Base	\$
Guardianship Monitors - Option 1- One year	\$

**\* The Fully Loaded Hourly Labor Rate is the actual rate the State will pay for services and must be recorded in dollars and cents.**

**An invoice for travel expenses shall be submitted to the AOC by the Contractor and reimbursed in accordance with the Judiciary's travel policy.**

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