



Administrative Office of the Courts

Operations Division

Addendum #1

Request for Proposals

K20-0061-25U

Fredrick Co. Mental Health Courts Support

This Addendum is being issued to amend and clarify certain information contained in the above named RFP. All information contained herein is binding on all Offerors who respond to this RFP. Specific parts of the RFP have been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~)

1. Revise Section 1.1, Summary Statement

The Maryland Judiciary Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) from prospective Offerors to provide ~~up to two resources (one Mental Health Court Coordinator and one Mental Health Court Case Manager/Resource Specialist)~~ up to two resources (one Mental Health Court Coordinator and one Mental Health Court Case Manager/Resource Specialist) to support both District Courts for Frederick County. The AOC reserves the right to make one or multiple awards.

2. Revise Section 1.4, Contract Duration

The Contract resulting for the Mental Health Coordinator from this RFP shall begin on or around February 3, 2020 and extend through June 30, 2020. The Judiciary shall have the sole right to exercise one- one (1) year renewal option at its discretion.

~~The Contract resulting for the Mental Health Court Case Manager from this RFP shall begin on or around February 3, 2020 and extend through June 30, 2020. The Judiciary shall have the sole right to exercise one- one (1) year renewal option at its discretion.~~

3. Revise Section 2.1, Summary Statement

The Maryland Judiciary Administrative Office of the Courts (AOC) issues this Request for Proposals (RFP) from prospective Offerors to provide ~~up to two~~ one resource: One full-time Mental Health Court Coordinator ~~and one part-time Mental Health Court Case Manager~~ to support the District Court of Frederick County.

The AOC reserves the right to disqualify any candidate proposed by multiple Offerors. Affected Offerors will be given three business days to submit a substitute.

The AOC reserves the right to make additional awards of like staff as awarded within the Contractor pool during the life of the contract at proposed labor rates. The AOC reserves the right to roll off support staff with 30-day notice, if assignments are completed prior to contract expirations.

Offerors may submit up to two (2) resumes per position.

4. Revise Section 2.3, Statement of Work, Mental Health Court Case Manager

2.3 Statement of Work, Mental Health Court Case Manager

2.3.1 Objectives/ Responsibilities

~~The Contractor's Resource (CR) will be responsible for overseeing the ancillary service component of the mental health court program.~~

~~CR's duties include:~~

- ~~• Expert knowledge of the community and services to citizens in general~~
- ~~• Develop case plans~~
- ~~• Facilitate access to services and monitoring participant progress~~
- ~~• Complete weekly case notes, weekly reports, write agreements and submit case management activities in SMART~~
- ~~• Follow judicial directives~~

- Evaluate new resources and establish new contacts and partnerships
- Innovate traditional services
- Foresight to assess program and participant needs
- Support client needs and provide guidance while mentoring participants through tasks and obligations assigned and implemented by the program
- Participate in weekly meetings and court proceedings
- Oversight to include, but not limited to acquisition and facilitating access to the following resources: housing, education, vocational services, health, legal, family services, behavioral services, employment, pro-social activities and skill courses, voluntary service activities and non-clinical services as needed by the participants

2.3.2 Education

The Offeror shall propose a candidate with:

- Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field (**preferred**)
- Associate's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, sociology, corrections or a related field (**minimum degree required**)

2.3.3 Skills/Experience

The Offeror shall propose a candidate with:

- Two 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, court management (**required**)

2.3.4 Place of Performance

All work shall be performed at 100 West Patrick Street, Frederick, MD 21701.

2.3.5 Hours of Work

Hours of work are the normal operational hours of 8:00am to 4:30pm (EST) Monday-Friday, except for State Holidays.

5. Revise Section 4.3, Financial Criteria

All qualified Offerors will be ranked from the lowest to the highest price based on their total price proposed on Attachment D – Price Proposal (Mental Health Court Coordinator) ~~and Attachment E – Price Proposal (Mental Health Court Case Manager).~~

6. Revise Section, Attachments

~~Attachment E – Price Proposal Form – Mental Health Court Case Manager~~

7. Revise Section, Attachment E -PRICE PROPOSAL FORM (Mental Health Court Case Manager)

~~ATTACHMENT E – PRICE PROPOSAL FORM (Mental Health Court Case Manager)~~

PRICE PROPOSAL FOR RFP # K20-0061-25U

Labor Categories	A	B	C
	Hourly Labor Rate*	Total Hours Annually**	Total Proposed Price
(Insert Proposed Labor Category for 4 months base)			
	\$	680	
(Insert Proposed Labor Category for 1-year option)			
	\$	2040	
Total Evaluated Price			\$

Mental Health Court Case Manager/ Resource Specialist

Note: If proposing multiple positions, please provide individual price proposals for each candidate/labor category at 680 hours for 4 months base and 2040 hours for 1-year option.

~~**Estimated hours for evaluation purpose only, and do not constitute billing basis.~~

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

Issued By: Akshay Kumar

Procurement Officer

1/16/20