



Agenda Item Number: 9-19-13.6C

**SANDOVAL COUNTY
BOARD OF COUNTY COMMISSIONERS**

Date of Commission Meeting:

September 19, 2013

Division / Elected Office:

Juvenile Services

Staff Contact:

Michele Rael, Continuum Coordinator

Title of Item:

Request for Proposal – Bid Award for Reception and Assessment Services

Action Requested:

Request for a Motion to Award Bid for Reception and Assessment Services to A New Day Youth and Family Services in the Amount of \$115,477 and Approval to Authorize the County Manager to Negotiate and Enter into a Contract

Summary:

Request for Proposals #FY14-JJ-01 was advertised in the legal section of the Albuquerque Journal on August 5, 2013 with a submission deadline of August 27, 2013 at 3 pm (MST). One (1) proposal was received from A New Day Youth and Family Services.

A three-member evaluation committee (see attachment) rated each proposal based on the set criteria addressed in the RFP.

Attachments:

Evaluation Committee Report

FISCAL IMPACT

Grant funding from CYFD budgeted.



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STAFF ANALYSIS SUMMARY

County Manager: Recommend Board of County Commission approval. PPR 09/12/2013

**Initiating Elected Official /
Division Director:** Recommend Approval. MR 9/5/13

Legal: After the award is made, the CM will need to negotiate terms with the contractor. PFT 9/11/2013

Finance: Grant funding in budget- CCH 9/5/13
Procurement has been followed – LO 9/9/13

RECEPTION AND ASSESSMENT SERVICES

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3. **GENERAL QUALIFICATIONS AND EXPERIENCE:** (20 points possible) The Contractor must have working knowledge of the New Mexico Juvenile Justice System and be able to provide intake needs assessments, crisis intervention and case management services. The Contractor must have understanding and knowledge of the Annie E. Casey Juvenile Detention Alternative Initiative and the detention system and reform efforts.

Offeror	Points	Justification for Points Awarded
A NEW DAY YOUTH AND FAMILY SERVICES	20	This provider participates with the Juvenile Justice Boards in Sandoval, Bernalillo, and Valencia. Their facilities and services are designed around the principals of the Annie E. Casey Juvenile Detention Alternative Initiative and Schools. A New Day has been viewed as a model site for this Initiative. Documentation has been included stating a clear understanding of the principals and core strategies for alternative to detention services and how these strategies have been expanded through services to several counties in New Mexico.

4. **COMMUNICATIONS AND REPORTING:** (10 points possible) The Contractor must be able to collect pertinent data and must be submit monthly reports to reflect data and outcome measures as required by funding source.

Offeror	Points	Justification for Points Awarded
A NEW DAY YOUTH AND FAMILY SERVICES	10	This provider has extensive experience with collecting data accurately with extensive details and objective assessments. In past experience, this provider has submitted monthly reports in a timely manner and has been willing to expand on collected data as requested. Reports show accommodating nature of this provider as well as exceptional accountability.

5. **OTHER:** (10 points possible) The Contractor can demonstrate “Networking” capabilities in the designated sites with local law enforcement and Juvenile Probation Office. Contractor must have understanding of the “marketing” strategies for this type of effort.

Offeror	Points	Justification for Points Awarded
A NEW DAY YOUTH AND FAMILY SERVICES	10	This provider actively participates with the Juvenile Justice Boards in Sandoval, Bernalillo, and Valencia Counties. Participation and involvement with local Native American Collaborative Organizations, Juvenile Probation Office, Law Enforcement, and Schools also prove this provider’s “Networking” capabilities. Improved communications with these agencies and organizations is a result of this provider’s actions.

6. **COST:** (20 points possible)

Offeror	Points	Justification for Points Awarded
A NEW DAY YOUTH AND FAMILY SERVICES	20	A detailed invoice was provided as an example of the provider’s costs and billing format.

Total Points from Section 1

A NEW DAY YOUTH AND FAMILY SERVICES	100
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Section 2

1. Resident or Resident Veteran's Preference if Documentation is provided:

Offeror	Preference Points Awarded?
A NEW DAY YOUTH AND FAMILY SERVICES	0 - Documentation not provided

2. Financial Stability:

Offeror	Pass/Fail
A NEW DAY YOUTH AND FAMILY SERVICES	Pass

3. Letter of Transmittal:

Offeror	Pass/Fail
A NEW DAY YOUTH AND FAMILY SERVICES	Pass

4. Campaign Contribution Disclosure Form:

Offeror	Pass/Fail
A NEW DAY YOUTH AND FAMILY SERVICES	Pass

5. Employee Health Coverage Form:

Offeror	Pass/Fail
A NEW DAY YOUTH AND FAMILY SERVICES	Pass

EVALUATION COMMITTEE MEETING		
<i>Reason for Meeting</i>	<i>Date of Meeting</i>	<i>Summary of Meeting</i>
Evaluation of Proposals submitted for the Reception and Assessment Services RFP# FY14-JJ-01.	9/3/13 9:00 am	Evaluation Committee members reviewed and scored proposals submitted in response to the RFP.

SUMMARY OF AWARD RECOMMENDATION

The proposal submitted by A New Day Youth and Family Services received the highest total score and is therefore recommended as the finalist to be awarded the contract for Reception and Assessment Services.

The proposal submitted by *A New Day Youth and Family Services* was the most comprehensive including documentation of extensive experience, knowledge, and understanding of the Juvenile Justice Continuum Reception/Assessment needs of Sandoval County. *A New Day Youth and Family Services* also provided all of the documentation requested in the Request for Proposals.

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After evaluating the proposals submitted and scoring according to the scoring criteria listed in the Request for Proposals, the Evaluation Committee Members agree to recommend the following vendor for the award of the contract for: Reception and Assessment Services per RFP# FY 14-JJ-01.

Recommended vendor: A New Day Youth and Family Services

Don Leonard Don Leonard 9-3-13
Printed Name and Signature of Evaluation Committee Member Date

DAVE HEIL Dave Heil 9-3-13
Printed Name and Signature of Evaluation Committee Member Date

Michele Rael Michele Rael 9/3/13
Printed Name and Signature of Evaluation Committee Member Date

Liz Otten Liz Otten 9/3/13
Printed Name and Signature of Procurement Officer Date