



**Respondent Name:**

---

**TARRANT COUNTY**  
PURCHASING DEPARTMENT

*JACK BEACHAM, C.P.M., A.P.P.*  
PURCHASING AGENT

*MELISSA LEE, C.P.M., A.P.P.*  
ASSISTANT PURCHASING AGENT

**RFP NO. 2020-116**

**REQUEST FOR PROPOSALS  
FOR  
DRUG COURT PROGRAM  
CANNABIS YOUTH TREATMENT (CYT) AND  
FAMILY SUPPORT NETWORK (FSN)**

**PROPOSALS DUE MAY 4, 2020  
2:00 P.M.**

**RFP NO. 2020-116**



## **TARRANT COUNTY**

### **PURCHASING DEPARTMENT**

*JACK BEACHAM, C.P.M., A.P.P.*  
*PURCHASING AGENT*

*MELISSA LEE, C.P.M., A.P.P.*  
*ASSISTANT PURCHASING AGENT*

## **SPECIAL NOTICE DUE TO COVID-19**

Due to the COVID-19 outbreak and an ongoing effort to facilitate social distancing, the Tarrant County Purchasing Department has suspended all public meetings for the foreseeable future.

### **Pre-Proposal Meetings**

All pre-proposal meetings are suspended however, Respondents are still able to submit questions regarding RFP specifications by the deadline published in each RFP document.

All questions must be faxed to 817-884-2629 at the attention of the Senior Buyer or Buyer listed in the RFP document. Be sure to reference the RFP number on your submission.

It is important to take the time to be very specific in the questions submitted and refer to the section and item number relating to your question. Submitter's names will not be used when answers to questions or addenda are published on line.

### **RFP Openings**

Public openings are also suspended at this time. All openings will be completed on schedule and witnessed by Purchasing staff to ensure that all procurement statutes, policies and state laws are followed.

The Tarrant County Purchasing Department appreciates all your cooperation and understanding during this difficult time.

# TABLE OF CONTENTS

<b>OPENING DATE, TIME, PROCEDURES, CONTACTS .....</b>	<b>1</b>
<b>GENERAL CONDITIONS .....</b>	<b>1</b>
<b>SPECIAL CONDITIONS OF THE CONTRACT.....</b>	<b>6</b>
<b>STATEMENT OF WORK .....</b>	<b>9</b>
I. BACKGROUND.....	9
II. CONTRACT PERIOD .....	10
III. APPLICABLE LAWS AND STANDARDS .....	10
IV. VENDOR REQUIREMENTS.....	10
V. ADDITIONAL REQUIREMENTS .....	11
VI. EVALUATION FACTORS .....	11
VII. BEST AND FINAL OFFER (BAFO) .....	13
VIII. CONTRACT NEGOTIATION .....	13
IX. PROHIBITED COMMUNICATION.....	13
X. EVALUATION CRITERIA AND AWARD PROCESS.....	14
XI. GENERAL DESCRIPTION .....	14
XII. SERVICES .....	14
XIII. EXPECTED OUTCOMES AND BENEFITS .....	15
XIV. ACCOUNTABILITY SYSTEM – EVALUATION OF PERFORMANCE .....	16
XV. REQUIRED FORMS AND PROPOSAL SUBMISSION.....	17
<b>TARRANT COUNTY HUB POLICY .....</b>	<b>19</b>
<b>FORMS AND QUESTIONNAIRE</b>	
DISADVANTAGED BUSINESS ENTERPRISES FORM .....	23
REFERENCES .....	24
SIGNATURE FORM .....	26
COMPLIANCE WITH FEDERAL AND STATE LAWS FORM.....	28
DEFICIENCIES AND DEVIATIONS FORM .....	29
NO-BID RESPONSE .....	30
PROPOSAL PRICE FORM.....	31
<b>ATTACHMENT A CYT AND FSN PROPOSAL RESPONSE FORM</b>	

This Table of Contents is intended as an aid to Respondents and not as a comprehensive listing of the proposal package. Respondents are responsible for reading the entire proposal package and complying with all specifications.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
--

Tarrant County is soliciting proposals for **DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)**.

**Original and Five (5) Copies**  
**OF**  
**COMPLETED PROPOSALS**  
**MUST BE RECEIVED IN THE**  
**TARRANT COUNTY PURCHASING DEPARTMENT**  
**AT 100 E. WEATHERFORD, SUITE 303**  
**FORT WORTH, TEXAS 76196-0104**  
**ON OR BEFORE MAY 4, 2020 AT 2:00 P.M.**

**All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes.** All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal package, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original proposal must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" response to be returned on the form included in the section under Forms.

**Any proposal received after the date and hour set for Proposal opening will not be accepted. The Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at Respondent's expense, or destroyed with written authorization of the Respondent.** If Proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the Proposal package to the Tarrant County Purchasing Department before the date and hour set for Proposal opening. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the Proposal opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by Respondent guaranteeing authenticity. After the official opening, Proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this proposal. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted and to waive any technicalities for the best interest of Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested proposers for additional information or interpretation of the information included in the specifications should be directed in writing to:

**ERICK WARE, SENIOR BUYER**  
**FAX: (817) 884-2629**

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
--

All documents relating to this proposal including but not limited to, the proposal document, questions and their responses, addenda and special notices will be posted under the proposal number on the Tarrant County website and available for download by interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Respondent's sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.**

The deadline for receipt of all questions is 12:00 (Noon), Fort Worth, Texas time, Tuesday, April 21, 2020. After the question deadline, all questions and their responses will be posted on the website and available for download by interested parties.

All Proposal Response Forms and questionnaires must be fully completed and included in your response. Detailed specifications have been provided, and any deviations or exceptions must be referenced on the designated response forms that have been provided. Unless deviations are specifically stated herein, benefits will be provided according to the specifications at no additional charge.

The Proposal is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations may be conducted with responsible Respondent(s) who submit Proposals determined to be reasonably susceptible of being selected for award.

**It is the Respondent's sole responsibility to print and review all pages of the Proposal document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on this form renders the Proposal non-responsive.** Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws Form, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire Proposal.

**CONFIDENTIALITY:** Any material that is to be considered confidential in nature must be clearly marked as such and may be treated as confidential to the extent allowable in the Texas Public Information Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked **"CONFIDENTIAL INFORMATION"** and **EACH PAGE** must be marked **"CONFIDENTIAL INFORMATION."** Tarrant County will make every effort to protect these papers from public disclosure as outlined in Texas Local Government Code, Section 262.030(c).

The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to a Proposal is "confidential" will not be treated as such if Tarrant County receives a request for a copy of the Proposal. Tarrant County will, of course, make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to Tarrant County's responsibilities under the Act.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
--

Additionally, to the extent your proposal is incorporated into the contract, the proposal will become an official record available for public inspection.

Proposals shall be opened to avoid disclosure of contents to competing Respondents and kept secret during the process of negotiation. All Proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of the proposal. Tarrant County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

**Invoices** shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to [SAP-invoices@tarrantcounty.com](mailto:SAP-invoices@tarrantcounty.com). In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

**Continuing non-performance** of the Vendor in terms of specifications shall be a basis for the termination of the contract by Tarrant County. Tarrant County shall not pay for work, equipment, or supplies which are unsatisfactory. The Vendor will be given a reasonable opportunity before termination to correct deficiencies. This, however, shall in no way be construed as negating the basis for termination for nonperformance.

The **contract may be terminated** by either party upon written thirty (30) day notice prior to cancellation.

Proposals will be considered non-responsive if they show any omissions, alteration of form, additions or conditions not called for, or inconsistency of any kind. However, Tarrant County reserves the right to waive any inconsistencies and to make an award in the best interest of Tarrant County.

Proposals may be deemed non-responsive, among other reasons, for any of the following specific reasons:

1. Proposals containing any inconsistencies.
2. Unbalanced value of any items.

Respondents may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one proposal for the work contemplated.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
--

3. The Respondent being interested in any litigation against Tarrant County.
4. The Respondent in the arrear on any existing contract or having defaulted on a previous contract.
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work that in the judgment of Tarrant County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent's past performance record with Tarrant County.
9. Limited competition.

Due care and diligence have been used in the preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely with the Respondent. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the Respondent to determine the full extent of the exposures.

The successful Vendor may not assign their rights and duties under an award without the written consent of the Tarrant County Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

**Audit Clause:** The Vendor must agree that Tarrant County will, until the expiration of twelve (12) months after final payment under this agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records (hard copy, as well as computer generated data) of the Vendor involving those transactions related to this solicitation. The vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and workspace in order to conduct audits. Tarrant County will provide the Vendor with reasonable advance notice of intended audits. The Vendor must provide records within ten (10) business days or a mutually agreed upon timeline.

TO THE EXTENT PERMITTED BY LAW, RESPONDENT AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) RESPONDENT'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF RESPONDENT, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
--

THE SUCCESSFUL RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

Termination under this provision may occur no sooner than the 15<sup>th</sup> day after PROVIDER'S receipt of Notice of Intent to Terminate. Justifications for Termination for Cause include but are not limited to the following circumstances:

1. By the COUNTY, if the PROVIDER knowingly and intentionally submits falsified or fraudulent documents or report; or makes false representation, certifications or assurances relating to this Contract, or causes or acquiesces in any person doing the same regarding any grant funds received under this Contract; or fails to submit required reports; or
2. By the COUNTY, when the life, health, welfare or safety of individuals served by or under the authority of the PROVIDER is endangered or could be endangered either directly or indirectly through the PROVIDER'S intentional, willful or negligent discharge of its duties under this Contract. For purposes of this Contract, willful or negligent discharge of duties includes, but is not limited to, a finding or pattern of findings by the COUNTY of reason to believe in an abuse, neglect or exploitation investigation occurring in connection with a juvenile justice facility, juvenile justice program, or the provision of juvenile probation services.

This Contract may be terminated without cause by either party at least thirty (30) calendar days prior to the intended date to terminate the Contract.



<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

1. **CONTRACT TERMS:** Vendor(s) will be awarded a twelve (12) month contract, effective October 1, 2020 through September 30, 2021. At Tarrant County's option and approval by the Vendor, the contract may be renewed for two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTION:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for two (2) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.
3. **MINIMUM INSURANCE REQUIREMENTS:**
  - A. Vendor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
    - 1) Workers' Compensation/Employer's Liability
      - a. Worker's Compensation — statutory
      - b. Employer's Liability — \$500,000
    - 2) Commercial General Liability:
      - a. Bodily Injury/Personal Injury/Property Damage  
— \$1,000,000 per occurrence/\$2,000,000 aggregate
    - 3) Auto Liability:
      - a. Combined Single Limit (CSL) — \$500,000 per occurrence
  - B. Tarrant County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.
  - C. Required Provisions:
    - 1) Proof of Carriage of Insurance – All Certificates of Insurance will be required in duplicate and filed with the Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
    - 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

- 3) As to all applicable coverage, policies shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
- 4) All copies of the Certificates of Insurance shall reference the project name and Proposal number for which the insurance is being supplied.
- 5) The Respondent agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
- 6) The Respondent is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

**4. CRIMINAL BACKGROUND CHECK:**

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
  1. The Vendor must provide information, including, but not limited to, Employee Name, date of birth, and driver's license number for each individual required to pass a Criminal Background Check.
  2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
  3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
  4. The Criminal Background Check applies to the individual and not the Company.
  5. Passing status must be maintained by Vendor personnel for the duration of the contract.

**5. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:**

- A. The following is only applicable when the Vendor is providing Information Technology hosted or cloud solution:
  1. **Confidentiality, Integrity, Availability (CIA)**  
Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

**SPECIAL TERMS AND CONDITIONS OF THE CONTRACT**

2.     **Breach Notification**  
Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.
3.     **Data**  
All Tarrant County data will remain in the 48 contiguous United States at all times.
4.     **Right to Audit**  
Tarrant County reserves the right to audit Vendor datacenters which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

**STATEMENT OF WORK**

**I. BACKGROUND:**

- A. In December 2016, the Office of Juvenile Justice and Delinquency Prevention (OJJDP) published the Juvenile Drug Treatment Court (JDTC) Guidelines that included a key objective of referring youth to evidence-based substance use treatment. OJJDP stated in this objective, “JDTCs are advised to refer participants to substance treatment programs that feature family therapy, motivational enhancement therapy, or cognitive behavioral therapy”.
- B. In 2017, Robert G. Schwartz was published in an article entitled Youth on Probation: Bringing a 20<sup>th</sup> Century Service into a Developmentally Friendly 21<sup>st</sup> Century World. The article emphasized the importance of positive youth development and specified helping youth improve decision making.
- C. In 2018, the Annie. E. Casey Foundation published a document entitled Transforming Juvenile Probation: A Vision for Getting It Right. This document emphasized, “programs designed to boost psychosocial maturation through positive youth development opportunities and counseling --- particularly cognitive behavioral approaches designed to improve problem solving, perspective taking and self-control”. The document also stated, “probation must offer young people opportunities and help them to build skills and develop capacities they will need to make better decisions and succeed as adults”. Finally, the document stated,” Probation success hinges on active and constructive involvement of the family, and probation agencies must therefore undertake ambitious efforts to engage and support families.”
- D. In summary, these three publications combined emphasize Motivational Enhancement Therapy (MET), Cognitive Behavioral Therapy (CBT), and Family Engagement with added attention placed on youth decision making, problem solving, and skill development.
- E. Tarrant County Juvenile Services (TCJS) seeks proposals for a cannabis-specific treatment intervention that is in line with the above emphases. The intervention will be primarily for youth on Deferred Prosecution Probation with substance use related issues (most of which will be cannabis use related).
- F. In the early 2000s, the Substance Abuse and Mental Health Services Administration (SAMHSA) developed and printed a Cannabis Youth Treatment Series (CYT) (Volumes 1, 2, and 3) that addressed the needs of the cannabis-using adolescent while also addressing the family. This program utilizes Motivational Enhancement Therapy (MET), Cognitive Behavioral Therapy (CBT), and a Family Support Network (FSN) to treat the cannabis user. These three components of the CYT series closely match the three types of substance abuse treatment programs recommended by OJJDP.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

- G. The CYT program is very structured and includes two MET sessions (i.e., motivational building and goal-setting), ten CBT sessions (i.e., marijuana refusal skills, enhancing social support network and increasing pleasant activities, planning for emergencies and coping with relapse, problem solving, anger awareness, anger management, effective communication, coping with cravings and urges to use marijuana, depression management, and managing thoughts about marijuana), and six (6) FSN sessions for parents (i.e., introduction to the family support network, adolescent development, and functional families; drugs and adolescents; relapse signs and recovery; boundaries, limits, authority, and discipline; communication, conflict resolution, and fighting fair; and the family context). The listed CBT sessions include not only cannabis-specific treatment topics, but also include other key topics related to youth decision making, problem solving, and skill development while the FSN component is based on family engagement.
- H. Due to the close match between the CYT Series curriculum and what is emphasized by OJJDP and the above articles relating to positive youth development, Tarrant County Juvenile Services would expect providers submitting proposals in response to this RFP to utilize this entire CYT Series to address the emphases stated above.
- I. Program award is subject to approval of funding, if funding is unavailable, the program will not be implemented. Funding for this program will not exceed \$115,500 annually and is based on the number of clients referred and served.

**II. CONTRACT PERIOD:**

- A. The period of performance for the contract period is anticipated to be from October 1, 2020 through September 30, 2021, with options to renew for two (2) additional twelve (12) month periods.

**III. APPLICABLE LAWS AND STANDARDS:**

- A. The vendor shall provide the specified service requirements in accordance with all federal, state and local applicable laws, standards, and regulations necessary to perform the services. As an employer, the vendor must comply with all federal, state and local applicable laws, standards, and regulations with regard to their employees.

**IV. VENDOR REQUIREMENTS:**

- A. Adhere to the terms and conditions identified in this solicitation.
- B. Assign an account manager to be the primary point of contact. The account manager shall remain available throughout the term of the contract as long as that individual is employed by the vendor. If Tarrant County determines the account manager is unable to perform in accordance with the service requirements or to communicate effectively, the account manager shall be replaced at the written request of Tarrant County representatives.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

- C. Provide all required study reports exclusively to the Tarrant County designated representative(s). Other employees will be forbidden to obtain reports or data therein for themselves, associates, or any other person(s).
- D. Provide guidance and interpretation regarding study results to the designated Tarrant County representatives.
- E. Work with Tarrant County representatives to design and coordinate report formats which could include modifications of existing programs to meet Tarrant County requirements.
- F. Work with Tarrant County representatives and other County departments and personnel to conduct meetings, as needed, including planning sessions, key employee group briefings, and individual and group Commissioners Court briefings.

**V. ADDITIONAL REQUIREMENTS:**

- A. The prices offered to Tarrant County as indicated on the Price Proposal Form, shall be inclusive of any and all costs associated with the Respondent providing their services. Examples: salaries, benefits, materials, supplies, overhead, fees, travel expenses, and profits. **There shall be no pass-through fees.**
- B. Billing should reflect services outlined in request only – **other services not requested should not be listed or billed to Tarrant County.** Billing should be done on a monthly basis with invoices payable in thirty (30) days.
- C. The Respondent shall be in good financial standing. Notification of sale, dissolution, or merger of the Respondent's company, either proposed or realized, must be made to Tarrant County's designated representative as soon as the Respondent becomes aware of its possibility. The Respondent shall disclose all litigation involving its business related to providing marijuana-specific treatment intervention provider within the last five (5) years including the nature and parties of such litigation and its resolution, if any.

**VI. EVALUATION FACTORS:**

- A. An evaluation committee comprised of Tarrant County Juvenile Services representatives will evaluate and score each response based on established criteria. Respondents shall not contact any members of the evaluation team regarding this RFP. Responses will be evaluated according to the Respondent's ability to best satisfy Tarrant County's requirements. Tarrant County reserves the right to request additional materials and presentations upon receipt of proposals.
- B. Respondent qualifications and response submission information will be scored as follows:

<b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b>
---

C. The following criteria will be utilized in evaluating the proposals:

FACTORS	DEFINITION	PERCENTAGE POINTS
Respondent's Profile	Experience and qualifications (licensure) in administering like or specific program requested. Capacity to deliver type and scope of services.	15%
Responsiveness	Quality and completeness of vendor's proposal as it addresses the factors outlined in RFP.	15%
Respondent's Proposed Program	Degree to which vendor's proposed program matches County need/RFP requirements. Clearly describes program implementation, services and performance.	35%
References	Reputation of vendor with current and/or past clients.	5%
Cost	Price evaluation will be based on the TOTAL price submitted on the Price Proposal Form.	30%
	<b>TOTAL:</b>	100%

- D. Proposals will be reviewed and evaluated by a panel composed of representatives of Tarrant County Juvenile Services. The review panel may schedule interviews with selected Respondents. The results of the review panel evaluation shall be presented to the Tarrant County Juvenile Board, which will formally recommend award of a contract.
- E. Costs as stated in the proposal will be an important factor in selecting a proposal for award of a contract. However, the quality of the proposed program is the primary consideration. Proposals will be evaluated first based on the criteria described in this RFP. Proposed fees will then be compared among the highest scoring proposals.
- F. Proposals will be reviewed and evaluated for how well the provider demonstrates and promotes an environment of cultural competency and responsiveness for families, clients, staff and stakeholders.
- G. Award of contracts will be made to the responsible provider(s) whose proposal(s) is (are) determined to meet all requirements, evaluation criteria and the identified service elements for the targeted population. (Providers considered for award may be contacted for a presentation and negotiation process).

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

H. No award or acquisition of services will be made until the Tarrant County Juvenile Board and Commissioners Court approves such action. It is anticipated that contract award will be on or after September 30, 2020.

I. Core Requirements:

1. Respondent has provided CYT/FSN services for a minimum of three (3) years using the treatment model developed by SAMHSA with juveniles ages ten (10) to seventeen (17):

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Respondent provided proof of having received formal training on the CYT/FSN services:

Yes \_\_\_\_\_ No \_\_\_\_\_

**VII. BEST AND FINAL OFFER (BAFO):**

- A. The Respondents presenting the proposals with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
- B. Tarrant County reserves the right, at its sole discretion, to determine if pursuing BAFOs is in the best interest of the County. The County is under no obligation to pursue BAFOs.
- C. In the event the County elects not to pursue BAFOs, contract negotiation will be conducted based on final rankings.

**VIII. CONTRACT NEGOTIATION:**

- A. The Tarrant County Purchasing Department may conduct contract negotiations along with representatives from the Criminal District Attorney Office and Tarrant County Juvenile Services.
- B. The County reserves the right, at its sole discretion, to determine if pursuing contract negotiation is in the best interest of the County. The County is under no obligation to pursue contract negotiation.

**IX. PROHIBITED COMMUNICATION:**

- A. Any communication regarding this RFP with any Tarrant County elected official or judiciary; or any members of Juvenile Services is strictly prohibited. Only communication methods approved in this RFP, including any pre-proposal conference and faxed questions, will be allowed.



<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

**X. EVALUATION CRITERIA AND AWARD PROCESS:**

- A. A review will be conducted by a Tarrant County evaluation committee to ensure all proposals contain the required documentation and are in conformance with the requirements set forth herein.
- B. Only those proposals submitted by providers who have a minimum of three (3) years' experience providing services to the targeted or similar population as described in this RFP will receive award consideration. Eligible providers must submit documentation that they have provided CYT/ FSN services for a minimum of three (3) years using the treatment model developed by SAMHSA on juveniles ages ten (10) to seventeen (17) to qualify for consideration.
- C. Tarrant County reserves the right to award to the highest scoring Respondent meeting the specifications. Tarrant County also reserves the right to not award to any Respondent.

**XI. GENERAL DESCRIPTION:**

- A. Tarrant County Juvenile Services Drug Court Program targets juvenile offenders referred for drug-related offenses, presenting with a substance abuse criminogenic need, and/or with a substance use issue/disorder. The program assists these youths and their families to become successful in leading drug-free, law-abiding, productive lives. The program accepts as a premise that juveniles involved in drug use often have other issues in their lives leading to the use of drugs. The Drug Court Program seeks to address both the issues that lead to drug use and the drug use itself. A wraparound service treatment modality is utilized to provide the services youth and their families need to be successful, such as counseling/therapy, drug treatment, drug intervention, drug education, and family preservation services.
- B. Specific to this proposal, the CYT/FSN program is composed of treatment modules that provide motivational enhancement therapy and cognitive behavioral therapy (CYT Volumes 1 and 2 (2 MET sessions, and up to ten (10) CBT sessions), and Family Support Network (Volume 3).
- C. It is anticipated that seventy (70) clients will receive these services annually.

**XII. SERVICES:**

- A. Proposals should include:
  - 1. A plan for providing the evidence-based model of CYT/FSN treatment that includes delivery of services to closed groups (defined as no new members once the group starts unless preapproved by the Drug Court Supervisor), and exclusive to Department referrals. Include a proposed service delivery schedule and any scheduling conflicts which might restrict your availability to provide services.
  - 2. A demonstration of the training the Respondent has received on the model. Licensed counselors (or counselors seeking licensure/counselor interns under the direct supervision of a licensed counselor) are preferred.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

3. A plan for contacting youth/family within three (3) business days upon referral by TCJS.
  4. Acknowledgment to provide, at the request of Tarrant County Juvenile Services Drug Court, CYT and FSN treatment for clients referred from the program.
  5. A description of how group treatment membership will be managed.
  6. A plan for attendance and participation in Administrative Hearings held bimonthly as part of the Drug Court Administrative Hearing Team. These Hearings are currently held the first and third Thursday of each month from 4:00 p.m. to 7:00 pm.
  7. A plan for immediate notification to the Drug Court staff if a client fails to participate in treatment and/or appears to become a danger to him/herself and/or any immediate danger to the community.
  8. A plan for providing a report or a list detailing the dates of MET sessions completed and the attendance at CYT/FSN classes within five (5) business days of each session.
  9. A plan for submitting a report of post-test scores for each client following the completion of each CYT/FSN cycle.
  10. A plan/schedule for providing an exclusive environment for the Drug Court clients that is separate and apart from other substance abusing populations or groups. Plan must include the specific site where treatment group activities will be held.
  11. A plan for how culturally and linguistically competent services will be provided.
  12. The ability to assist clients with transportation (preferred). If yes, please provide further details.
- B. Respondent must include acknowledgement of “no refusal” provision to work with all youth referred.
- C. Provide detailed information regarding communication between agencies and how confidential records will be handled.

**XIII. EXPECTED OUTCOMES AND BENEFITS:**

- A. The overall goals of the Cannabis Youth Treatment (CYT) Project are:
1. To significantly reduce or eliminate all marijuana/drug use among participants referred to the program.
  2. To increase the ability of participants to refuse cannabis/drug use.
  3. To increase school attendance and performance.
  4. To reduce involvement in the juvenile justice system.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

- B. The overall goals of the Family Support Network (FSN) include educating parents about the following:
1. Introduction to the FSN, Adolescent Development and Functional Families.
  2. Drugs and Adolescents.
  3. Relapse Signs and Recovery.
  4. Boundaries, Limits, Authority and Discipline.
  5. Communication, Conflict Resolution and Fighting Fair.
  6. The Family Context.

**XIV. ACCOUNTABILITY SYSTEM - EVALUATION OF PERFORMANCE:**

- A. The proposal should define and describe the method and type of program evaluation instrument(s) to be used. The proposal should address how the performance goals will be measured and how they are applicable to the proposed program. Data on evaluation components will be collected by the contractor and made available to Tarrant County Juvenile Services for audit and evaluation purposes, including but not limited to items specified below. The provider will be expected to furnish and present a quality 6-month and year-end report of demographic and outcome measures to Juvenile Services at a meeting time agreed upon by both parties.
- B. Decrease drug usage per CYT participant by 70% during the course of treatment.
- C. 70% of CYT participants will complete the assigned course of treatment.
- D. 70% of families will complete Family Support Network Group.
- E. 70% of CYT/FSN participants will attend both MET sessions.
- F. Number of successful and unsuccessful program discharges:
1. Successful Discharge:
    - Youth are drug free.
    - Youth complete and turn in all assignments (scheduled or for makeup work).
    - Youth complete a relapse prevention plan, and receive an established passing grade on their exit exams.
    - Youth attend, behave appropriately, and attend a minimum of 80% of the treatment.
    - Youth remain in the home and community and are not placed in a residential or correctional program.

**RFP FOR DRUG COURT PROGRAM  
CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK**

2. Unsuccessful Discharge:

- Youth penetrate further in juvenile justice system, either by placement in a higher level of care, long term residential facility, commitment to the Texas Juvenile Justice Department, or transfer to adult system.
- Youth who are not actively engaged at the time of discharge which might include youth who have absconded.
- Youth are dropped from program due to behavior, excessive absences (defined as missing more than three (3) CYT group sessions), or lack of participation.

**XV. REQUIRED FORMS AND PROPOSAL SUBMISSION:**

A. Required Forms:

1. Proposal Signature Form with signature.
2. Compliance with Federal and State Law Form with signature.
3. Addendum Cover Page with signature (if applicable). It is the Respondent's sole responsibility to continue to review the Tarrant County website and retrieve all addendum and related documents that may be posted prior to the RFP due date.
4. Deficiencies and Deviations Form.
5. Disadvantaged Business Enterprises Form with certifications. If you are not a DBE firm, mark form "N/A".
6. References: List three (3) references on the Vendor References Form.
7. Insurance Certificate.
8. Attachment A.
9. Price Proposal Form.

B. Respondent's Experience and Capability:

1. Provide an Executive Summary or brief narrative highlighting company background, years in business, and experience in similar programs.
2. Describe any program/service you currently are operating or have operated for at-risk youth of "similar scope" to the program requirements specified in this RFP, including length of time you have operated the program and program outcomes. Include company name, address, contact person, telephone number, and contract dates.
3. Include current licenses, accreditation certifications, and special recognition notices.
4. Respondent's business values regarding cultural competency, how that is documented in hiring practices and addressed during service delivery.
5. Provide statements documenting the Respondent's financial stability.

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM</b> <b>CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK</b></p>
---

C. Staff Qualifications and Experience:

1. Provide the names, credentials, licenses, résumés, and experience of all persons proposed to provide treatment to Tarrant County Juvenile Services clients. Persons employed after the contract is awarded will require pre-approval by the Deputy Assistant Director/Drug Court Supervisor.
2. State willingness to conduct criminal background (including sex offender registry checks) checks upon receipt of award of this RFP and the understanding certain employees with criminal records may be prohibited from serving youth in this program. Results of criminal background checks must be verified with the Deputy Assistant Director or Drug Court Supervisor.

D. Capacity:

1. Provide the number of clients that can be served at any one (1) time.
2. Provide the number of clients that can be served within the contract period.

E. Program Management:

1. Provide a plan for how the success of the proposed program will be measured based on the listed outcomes, utilizing appropriate measurement tools.
2. Provide an example of reports and statistics to be provided for the program and how you will meet requirements for verbal and written communications with Juvenile Services.
3. Discuss how confidential records will be handled.
4. Discuss how notification of license violations and serious incidents will be handled.

F. Cost of Services and Billing:

1. Provide a detailed budget for the proposed services. Indicate the fee to be charged for providing the treatment services described in this RFP. These fees will be descriptive of services provided utilizing CYT and FSN and reports generated documenting those results.
2. Include an acknowledgement that invoicing will be done on a fee for service basis. Awarded providers will be required to submit bills itemized by client and by type of service provided by the 10<sup>th</sup> of each month for the previous month's service. Payment will be put forward for processing upon the timely receipt of required monthly reports.

G. Completed CYT and FSN Proposal Response Form (Attachment A).

H. References:

1. Submit three (3) references, other than Tarrant County, who can verify your performance as a treatment provider.



# TARRANT COUNTY

## HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

### I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

### II. DEFINITIONS

Historically underutilized businesses (HUBs), also known as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$50,000.

### **III. POLICY GUIDELINES**

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County does recognize other agencies' certifications. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
  1. Target goals should consider:
    - the availability of HUB firms within the specific category of goods or services to be procured; and
    - the diversity of the county's population.
  2. The goals should be reviewed and amended periodically.
  3. The program may apply to all County procurements including construction and professional services.
  4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
  5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
  2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
  3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
  4. Continuing to provide bid notifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
  2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
  3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
  4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Tarrant County Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.



- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

#### **IV. ADMINISTRATIVE GUIDELINES**

- A. The Tarrant County Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
  2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
  3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
  4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
  5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

#### **510 Historically Underutilized Businesses Policy**

*Adopted: Court Order 64788 (December 17, 1990)*

*Amended: Court Order 69958 (December 7, 1993)*

*Amended: Court Order 99651 (December 28, 2006)*

*Amended: Court Order 127875 (June 19, 2018)*

<p align="center"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
---

**FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY**

**Disadvantaged Business Enterprises (DBE)** are encouraged to participate in Tarrant County's Proposal process. The Tarrant County Purchasing Department will provide additional clarification of specifications, assistance with Forms, and further explanation of procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

Tarrant County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services  
Statewide HUB Program  
1711 Jacinto Blvd.  
PO Box 13047  
Austin, Texas 78711-3047  
(512) 463-5872

**OR**

North Central Texas  
Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, Texas 76011  
(817) 640-0606

<p><b>If Respondent is already certified, attach a copy of your certification to this form and return with Proposal.</b></p>
--

COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO . \_\_\_\_\_

**Indicate all that apply:**

- ☐ Minority-Owned Business Enterprise
- ☐ Women-Owned Business Enterprise
- ☐ Disadvantaged Business Enterprise

<p align="center"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
---

**REFERENCES**

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provides and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply the required references will deem Respondent as non-responsive and will not be considered for the award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

<p align="center"><b>REFERENCE ONE</b></p>
--

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

<p align="center"><b>REFERENCE TWO</b></p>
--

GOVERNMENT/COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON AND TITLE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
SCOPE OF WORK: \_\_\_\_\_  
CONTRACT PERIOD: \_\_\_\_\_

**REFERENCES MUST BE RETURNED WITH PROPOSAL!**

<p align="center"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
---

**REFERENCES**

<p align="center"><b>REFERENCE THREE</b></p>
--

GOVERNMENT/COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON AND TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SCOPE OF WORK: \_\_\_\_\_

CONTRACT PERIOD: \_\_\_\_\_

**REFERENCES MUST BE RETURNED WITH PROPOSAL!**

<p align="center"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
---

# SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms the Respondent has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a Proposal.

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be ninety (90) calendar days.

The undersigned affirms that they are duly authorized to execute this contract, that this Proposal has not been prepared in collusion with any other Respondent, nor any employee of Tarrant County, and that the contents of this Proposal have not been communicated to any other Respondent or to any employee of Tarrant County prior to the official opening of this Proposal.

Respondent hereby assigns to Tarrant County all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this solicitation. ***Failure to sign and return this form will result in the rejection of the entire Proposal.***

**Signature** \_\_\_\_\_ **X**  
Authorized Representative

**LEGAL NAME AND ADDRESS OF COMPANY:**

_____	Date _____
_____	Name _____
_____	Title _____
Tel. No. _____	FAX No. _____
E-Mail Address: _____	

**AFTER HOURS EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

**THIS FORM MUST BE SIGNED.**

**THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED  
WITH PROPOSAL!**



Did you sign and submit all  
required forms?

If not, your Proposal  
will be rejected!

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
--

**COMPANY IS:**

Business included in a Corporate Income Tax Return?        \_\_\_\_\_ YES    \_\_\_\_\_ NO

\_\_\_\_\_ Corporation organized & existing under the laws of the State of \_\_\_\_\_

\_\_\_\_\_ Partnership consisting of \_\_\_\_\_

\_\_\_\_\_ Individual trading as \_\_\_\_\_

\_\_\_\_\_ Principal offices are in the city of \_\_\_\_\_

DUNS Number:        \_\_\_\_\_

CAGE Code:        \_\_\_\_\_

<p style="text-align: center;"><b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b></p>
--

## **COMPLIANCE WITH FEDERAL AND STATE LAWS**

### **CERTIFICATION OF ELIGIBILITY**

By submitting a Proposal in response to this solicitation, the Respondent certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Proposal submission and time of award, the Respondent will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

### **RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY OTHER FOREIGN TERRORIST ORGANIZATIONS.**

Respondent verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Sections 2270.001(2) and 808.001 during the term of this contract. Respondent further verifies that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

### **DISCLOSURE OF INTERESTED PARTIES**

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Respondent agrees to comply with HB 1295, Government Code 2252.908. Respondent agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

Signature \_\_\_\_\_X

**THIS FORM MUST BE SIGNED.**

**THE ORIGINAL WITH ORIGINAL SIGNATURE AND FIVE (5) COPIES MUST BE RETURNED WITH PROPOSAL.**



**RFP FOR DRUG COURT PROGRAM  
CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)**

# DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements as outlined in this Proposal. Unless specifically listed, your response will be considered to be in FULL compliance with this Proposal. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of this Proposal stipulated must be fulfilled at no additional expense to Tarrant County.

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

**THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM SHOULD BE RETURNED WITH PROPOSAL!**

# NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- ☐ Could not meet specifications.
- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Insurance requirements too restricting.
- ☐ Bond requirements too restricting.
- ☐ The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ The project not suited to our organization.
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid/proposal.
- ☐ Other (please specify).

---

---

---

---

---

Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please send your response to:

Tarrant County Purchasing Department  
100 E. Weatherford, Suite 303  
Fort Worth, TX 76196-0104

<b>RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH TREATMENT (CYT) AND FAMILY SUPPORT NETWORK (FSN)</b>
---

**PRICE PROPOSAL FORM**

**COST FOR PROGRAM SERVICES**

Include in proposal a detailed annual budget for the proposed program and complete the requested information below:

Annual Budget for Program (attach budget): \$ \_\_\_\_\_

Number of Families per year annual budget will serve: \_\_\_\_\_

Billing Cost Per Family: \$ \_\_\_\_\_

Pricing will be calculated by the following formula:

(Lowest submitted Annual Budget response price ÷ Vendor's submitted price) x 30.

**ADDITIONAL COST FOR SERVICES OUTSIDE PROGRAM**

List additional cost for services offered outside the program. Cost should be a per hour rate.

DESCRIPTION OF SERVICE	RATE PER HOUR
	\$
	\$
	\$
	\$
	\$
	\$

**THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!**

Please cut out and affix to the outside of your response package



**TARRANT COUNTY  
SEALED BID/PROPOSAL/RESPONSE**

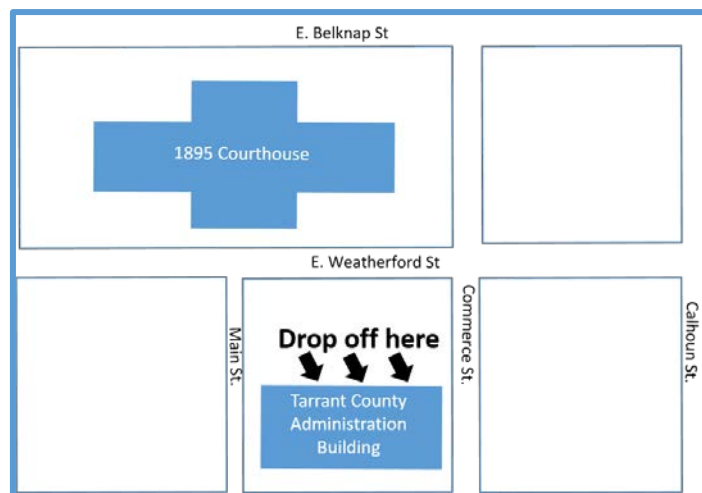
**RFP No. 2020-116**

**RFP FOR DRUG COURT PROGRAM CANNABIS YOUTH  
TREATMENT AND FAMILY SUPPORT NETWORK**

**Due Date: MAY 4, 2020 AT 2:00 P.M.**

**Tarrant County Administration Building  
ATTN: Purchasing Department  
100 E. Weatherford St., Third Floor, Suite 303  
Fort Worth, Texas 76196-0104**

Street View



Building View

