

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 3728**

Acupuncture, Trauma Informed Services and Mental Health Counseling

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$25,000.

1. Background

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor to provide Acupuncture, Trauma Informed Services and Mental Health Counseling of the Howard County District Court DUI Court Program. DUI Court Caseload has a daily average capacity of 27-32 participants.

2. Statement of Work

Service 1 - Acupuncture

Qualifications:

Respondent shall provide a copy of Maryland Board of Acupuncture License valid during the life of contract from at least October 1, 2015 through September 30, 2016. Respondent shall maintain credentials by the Dept. of Health and Mental Hygiene. Must be Maryland Board of Acupuncture (MBA) member in good standing at the time of application.

Contractor's Responsibilities:

- Provide the Problem-Solving Court (PSC) Coordinator the schedule of hours the services will be available. Maintain a schedule of services of at least three days a week.
- After award provide a treatment plan outline, record of scheduled appointments and attendance, and discharge plan to the Case Manager/DUI Court for each participant who utilizes the service as required and requested for the purposes of court.
- When the participant is referred to the contractor from the Case Manager/DUI Court the contractor shall work with DUI Court participant, providing outpatient acupuncture treatment services.
- Each case is unique may require a full assessment session to determine the needling technique to use. The acupuncturist shall evaluate the onset of the participant's condition and ascertain the diagnosis and to determine if acupuncture can help the participant and which method to use.
- Based on the need provide either body acupuncture or specific point acupuncture, two or more different traditional acupuncture point combinations.
- Determine the frequency of the participant's return sessions, initially two to three times per week, but may reduce in frequency.
- Determine the length of the participant's sessions, recognizing that generally the session will last anywhere from a few minutes to an hour.
- To perform acupuncture serves by:
 - Use of puncturing: needles that are thin enough that relatively little acute pain results from their insertion. Generally using only a few needles in a typical treatment.

- Use of manipulation: after the needles are in place, the acupuncturist may lightly twirl them or apply heat.
- Removal procedure: after the prescribed time, the needles are generally quickly and painlessly removed.
- Provide preventative medicine acupuncture, which requires acupuncture therapy sessions of only 2-4 times a year for a "tune up" or "balancing" treatment to prevent further disease and promote health.
- Appear for Staffing and Status Conferences (Court) as requested.
- Attend meetings, trainings or professional development (average twice quarterly) with the DUI Court Program and the Problem-Solving Court (PSC) as requested. The schedule for meeting and training sessions may vary, the frequency provided is approximate.
- Complete data entry into SMART (State of Maryland Automated Record Tracking) system. Directions and Training provided by the Office of Problem Solving Court/Institute of Government Service and Research (OPSC/IGSR) at no cost to the awarded agency.
- Maintain fiscal records to include timesheets of licensed staff, payments schedule and verification of participant attendance.
- Provide timely, factual, accurate, relevant court reports for each participant on a monthly basis or as directed by the court.
- Provide cited records to PSC Coordinator on a quarterly basis. Schedule to be identified by the Coordinator.

Service 2 – Trauma Informed Services – General

Qualifications:

Credentialed by the Department of Health and Mental Hygiene (DHMH), Licensed Clinical Social Worker. Provide a copy of License valid during the life of the contract from at least October 1, 2015 through September 30, 2016. Any change in the status of the license or relinquishment of said license must be reported in writing to the Problem-Solving Court (PSC) Coordinator immediately.

- Provide daily hours of operations which meet the needs of the participants, individual sessions and group sessions. Provide the Problem Solving Court (PSC) Coordinator the schedule of hours the services will be available.
- After award provide a treatment plan outline, diagnosis, prognosis, recommendations, record of scheduled appointments and attendance, assessment summary's and discharge plan to the Case Manager/DUI Court for each participant who utilizes the service as required and requested for the purposes of court.
- When the participant is referred to the contractor from the Case Manager/DUI Court the contractor shall work with DUI Court participant, providing outpatient trauma informed treatment services.
- The Contractor will screen and assess the participant and provide a treatment plan to the Case Manager/DUI Court.
- Provide Trauma-specific interventions services to target alcohol addiction, which include medical, physiological, psychological, and psychosocial therapies provided by a trained professional that aid in the recovery from adverse trauma exposures.
- Provides Individual Psychotherapy and professional consultation to evaluate the onset of the participant's condition, ascertain the diagnosis, and to determine if Trauma Informed Services are viable and the best method to use to assist in the participant's recovery.
- To be familiar with and able to use the Substance Abuse and Mental Health Services Administration's Six Key Principles of a Trauma-Informed Approach: Safety; Trustworthiness and Transparency; Peer

support; Collaboration and mutuality; Empowerment, voice and choice; and Cultural, Historical, and Gender Issues, providing sessions to the participant which can range from three (3) to ten (10) sessions totaling no more than approximately twenty-four (24) hours; based on a written request the PSC Coordinator/DUI Court can approve hours exceeding twenty-four hours.

- Appear for Staffing and Status Conferences (Court) as requested.
- Attend meetings, trainings or professional development (average twice quarterly) with the DUI Court Program and the Problem-Solving Court as requested. The schedule for meeting and training sessions may vary, the frequency provided is approximate.
- Complete data entry into SMART (State of Maryland Automated Record Tracking) system. Directions and Training provided by Office of Problem Solving Court/Institute of Government Service and Research (OPSC/IGSR) at no cost to the awarded agency.
- Maintain fiscal records to include timesheets of licensed staff, payments schedule and verification of participant attendance.
- Provide cited records to PSC Coordinator on a quarterly basis. Schedule to be identified by the PSC Coordinator.
- Provide timely, factual, accurate, relevant court reports for each participant on a monthly basis or as directed by the court.

Service 3 - Mental Health Counseling

Qualifications:

Credentialed by the Department of Health and Mental Hygiene (DHMH), Licensed Clinical Social Worker. Provide a copy of License valid during the life of the contract at least October 1, 2015 through September 30, 2016. Any change in the status of the license or relinquishment of said license must be reported in writing to the Problem-Solving Court (PSC) Coordinator immediately.

Contractor's Responsibilities:

- After award provide a treatment plan outline, diagnosis, prognosis, recommendations, record of scheduled appointments and attendance, assessment summary's and discharge plan to the Case Manager for each participant who utilizes the service as required and requested for the purposes of court.
- Provide daily hours of operations which meet the needs of the participants, individual sessions and group sessions.
- When the participant is referred to the contractor from the Case Manager/DUI Court the contractor shall work with DUI Court participant, providing outpatient mental health counseling treatment services.
- Provide a full screening and assessment of the referred participant with a consultation to determine the participant's specific needs to address the disorder.
- Make an assessment of whether group or individualized sessions are needed, depending on the participant's need.
- Treatment may range from intensive to least intensive. The average intensive weekly treatment sessions may be approximately nine (9) hours of weekly attendance in increments of 1 to 3 hours per session including once or twice weekly individual, group or family counseling as well as other groups as assigned. The average least intensive weekly treatment sessions may be less than nine (9) hours per week including once or twice weekly individual, group, or family counseling as well as other services groups as assigned.

- Individual sessions: Provide on average thirty (30) to fifty (50) minute individual counseling sessions at least weekly during the initial treatment phase.
- Appear for Staffing and Status Conferences (Court) as requested.
- Attend meetings, trainings or professional development (average twice quarterly) with the DUI Court Program and the Problem-Solving Court as requested. The schedule for meeting and training sessions may vary, the frequency provided is approximate.
- Complete data entry into SMART (State of Maryland Automated Record Tracking) system. Directions and Training provided by Office of Problem Solving Court/Institute of Government Service and Research (OPSC/IGSR) at no cost to the awarded agency.
- Maintain fiscal records to include timesheets of licensed staff, payments schedule and verification of participant attendance. Provide cited records to PSC Coordinator on a quarterly basis. Schedule to be identified by the Coordinator.

Provide timely, factual, accurate, relevant court reports for each participant on a monthly basis or as directed by the court.

Note: Awardee shall use the awarded funds to supplement the services provided to the DUI Program participants. These funds are not intended to provide 100% reimbursement for each service. The participants shall be responsible for their co-pays for the services (different insurances will have different copay amount; the clients will always be responsible for no less than approximately 25% of their individual services; based on a sliding scale).

Funding for this RFP is provided by a grant from the Maryland Vehicle Administration, Maryland Highway Safety Office under Catalog Federal Assistance (CFDA) # 20.616 under Project #16-014 on file with the District Court of Howard County.

3. Geographical Location of Contractor

The service providers must be located in Howard County, Maryland or be within thirty (30) miles of Ellicott City.

4. Contract Type

The resulting Contract (Purchase Order) shall be based on Fixed Price.

5. Contract Term

The term of the Contract that results from this RFP is October 1, 2015 and shall end on September 30, 2016

6. Procurement Officer

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

Robin Smith, Procurement Officer
 Administrative Office of the Courts
 2003C Commerce Park Drive, Annapolis, MD 21401
 Telephone: 410-260-1421
 Email: robin.smith@mdcourts.gov

7. Project Manager

The Project Manager monitors the daily activities of the contract and provides technical guidance to the Contractor. The Project Manager is:

Janet Harrison

The AOC may change the Project Manager at any time by written notice to the Contractor.

8. Form of Response

- a. Section I – Technical proposal, a written response to the Scope of Work, and provide a work plan for this engagement. Demonstrates the Offeror’s capabilities and experience in providing the required services. Include in technical proposal three (3) examples of work assignments that vendor has completed that were similar in job scope as defined in this RFP. Please provide three (3) current customers/client references which include the name of Client Organization, Name, Title and telephone number of a Point of Contact for that organization.
- b. Section 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 address listed in Section 6 no later than **October 20, 2015 by 2:00 pm** (local time) on, in order to be considered.

10. Award Determination

The Contract resulting from this 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. Demonstrate the ability to provide or facilitate access to specialized services for Alcohol Addiction, Medicinal Medication Assistance, Co-Occurring Disorder treatment (this is not substance abuse counseling). Work collaboratively with Howard County DUI Court Case Manager to improve participant outcomes and opportunities.

Attachment A – Price Proposal Form

Service 1 Acupuncture
Per treatment and/or session \$ _____

Service 2 Trauma Informed Services
Per treatment and/or session \$ _____

Service 3 Mental Health Counseling
Per treatment and/or session \$ _____

(Court Caseload has a daily average of 27-32 participants.)

Price quoted must be fully loaded price, no additional charges will be allowed.

Submitted by Authorized Signature:
Date:
Print Name and Title:
Company Name:
Company Address:
Telephone:
Federal Tax Identification #:

