

**STATE OF MARYLAND
MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS (AOC)
REQUEST FOR PROPOSALS (RFP) # 5391**

Trauma Specialist

This procurement is being conducted as a Small Procurement as described in the Maryland Judiciary Procurement Policy, not to exceed \$20,000.

1. Background

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor who will provide treatment for mental health disorders and/or trauma related disorders for clients within the Baltimore City District Court.

2. Statement of Work

Key Requirements:

- Provide qualifications of LCSW-C with experience in Trauma Treatment
- Available part-time, at the most **5 hours per week** during contract period October 1, 2016 to June 30, 2017.
- Identify 2-3 Mental Health Court participants that would benefit from specialized Trauma Therapy, meet weekly for individual treatment (2-3 hours week) then administratively report to the Mental Health Court team through email and monthly meeting (2hrs week). Total amount is no more than 5 hours a week for 8 months.

Description of Services:

- Work with adult defendants in Mental Health Court, who are diagnosed with serious and persistent mental health disorders, charged with a misdemeanor or felony within the jurisdiction of Baltimore City District court.
- Expected to meet with defendants for individuals for individual therapy focused on symptoms associated with trauma, weekly sessions (30-50 min.), with opportunity for group sessions.
- Identify treatment range, intensive 1-2 times a week, to less intensive weekly/bi-weekly (LCSW-C to provide office locations for sessions).
- Collaborate with defendant's existing treatment team, psychiatrist, substance abuse counselor, day program, etc.
- Provide notification to the Court as to defendant's attendance and engagement in the sessions/groups via email to Mental Health Court monitor (CFAP, Probation and Pre-Trial Agents).
- Attend meetings with Mental Health Court team monthly.
- Provide Court Administrator with weekly schedule

- Maintain fiscal records to include timesheets, clinical files hours(sessions/groups) and administrative hours (meetings, correspondence with Court and monitors, and reports)

2.3 The requested shall be as specified, no substitutions shall be accepted.

2.4 The Project Manager will arrange start schedule with Contractor after notice to proceed.

3. Site Visit – Not applicable

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 period of October 1, 2016 to June 30, 2017.

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:

Karen Lester

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

8. Form of Response

Proposals must be in writing.

Section I – Technical proposal, a written response to the Scope of Work, should provide a work plan for this engagement and demonstrate 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. 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 **September 9, 2016** by 2:00pm (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.

Attachment A – Price Proposal Form

Price per hour \$ _____

- **Total price of project**

\$ _____

Not to exceed \$20,000.00

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