

Administrative Office of the Courts

Supreme Court of New Mexico

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REQUEST FOR PROPOSALS (RFP)

SUBSTANCE ABUSE TREATMENT SERVICES

IN SANTA FE COUNTY

RFP# SF DWI DC RFP 2018-002

ISSUE DATE: February 2, 2018

Submission Deadline Date: Thursday, March 7, 2018

The Procurement Code, NMSA 1978, 13-1-1 through 13-1-199, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for bribes, gratuities, and kick-backs.

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS

This Request for Proposals (RFP) has been developed for the purpose of soliciting, evaluating, and selecting proposals in a fair and competitive manner. If an Offeror fails to meet any mandatory items set forth in this RFP, the proposal will be declared non-responsive.

All costs incurred by the Offeror in the preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror, whether or not the Offeror is the successful Offeror.

Before the award is made, the Administrative Office of the Courts (AOC) may conduct discussions with Offerors who submit proposals that are determined to be reasonably susceptible of being selected for awards, but the award may be without such discussions.

When it is in the best interest of the State of New Mexico, the RFP may be canceled, or any and all proposals may be rejected in whole or in part.

Any contract awarded as a result of this RFP process may be terminated or reduced in scope if sufficient appropriations or authorizations do not exist. Such termination will be effected by the AOC sending written notice to the contractor. The AOC's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

If the determination is made that there is insufficient funding to continue or finalize a program, the contractor will be compensated to the level of services performed, as authorized by the AOC prior to that determination. This provision, however, is not exclusive and does not waive other legal rights and remedies afforded the AOC in such circumstances as contractor defaults or breach of the contractor.

Any protests of the award must be made in accordance with the Procurement Code, NMSA 1978, and Section 13-1-1 to Section 13-1-199.

This RFP is being issued to hire a Contractor to work with the Santa Fe Magistrate DWI Drug Court Program to provide substance abuse treatment and drug testing services.

The contract will be for a one year period beginning July 1, 2017 with an option to renew each year after the first year for no more than three additional years, for no more than four years, at the discretion of the AOC. Continuation of the contract for each additional year will be contingent upon satisfactory contract compliance by the contractor as determined by the AOC and upon sufficient funding.

B. SUMMARY OF SCOPE OF WORK

The Administrative Office of the Courts is soliciting proposals for a Contractor.

The focus of the Substance Abuse Treatment Services Grant is to provide substance abuse treatment and drug testing services to the participants of the Santa Fe DWI Drug Court Program. Substance abuse treatment services shall include but are not limited to: evidence based screening and assessments that are frequent and include mental health; evidence based treatment that include trauma services, individual therapy, group counseling; individual treatment plans; cognitive behavior therapies; gender-specific treatment; addresses culturally specific needs; relapse prevention; detoxification services; continuing care; case management services; court liaison services; drug and alcohol testing; and aftercare services. Attendance and progress reports will be provided to the Santa Fe DWI Drug Court Program.

The initial contract shall begin on or about July 1, 2017 through June 30, 2018 and may be extended up to three years, for no more than four years contingent upon satisfactory contract compliance by the contractor as determined by the AOC and upon sufficient funding.

C. SCOPE OF PROCUREMENT

The scope of this procurement includes professional services only. The AOC reserves the option of renewing the initial contract on an annual basis. In no case will the contract, including renewals thereof, exceed a total of four years.

D. PROCUREMENT MANAGER

The AOC has designated a Procurement Manager who is responsible for the conduct of this procurement whose name, address and telephone number is listed below:

Eloisa Gonzales
AOC DWI Drug Court Project Manager/Procurement Manager
237 Don Gaspar, Room 25
Santa Fe, NM 87501
Phone (505) 476-6199 Fax (505) 827-4824

All submissions via postal service should be sent to the above address.

All deliveries via express courier should be addressed as follows:

Eloisa Gonzales
AOC DWI Drug Court Project Manager/Procurement Manager
325 Don Gaspar, Room 100
Santa Fe, NM 87501

Any inquires or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors may contact ONLY the Procurement Manager regarding the procurement. Other employees do not have the authority to respond on behalf of the AOC.

Written inquiries may also be in the form of e-mail to:

Eloisa Gonzales at aocexc@nmcourts.gov

E. DEFINITION OF TERMINOLOGY

This section contains definitions that are used throughout this procurement document, including appropriate abbreviations.

“Aftercare” means follow up care provided after the treatment program.

“AOC” means the Administrative Office of the Courts.

“Case Management Services” means that participants will receive referrals to local support services such as housing, transportation, child care services, employment training and continuing care.

“Contract” means an agreement for the procurement of items of tangible personal property or services.

“Contractor” means the successful Offeror.

“Court Liaison” means a representative knowledgeable about each participants treatment progress, who will be available for each Santa Fe DWI Drug Court Program staffing and hearing.

“DWI Drug Court” means a collaborative multi-agency approach including a court supervised regime of treatment for substance dependent offender’s convicted of DWI.

“DWI Drug Court Team” is a representative from the multi-agency collaborative to include: the Judge, the DWI Drug Court Program Coordinator, and Assistant District Attorney, Assistant Public Defender, and County Compliance DWI staff.

“Drug Screening” means that on-site, rapid drug screening, with results available within five(5) minutes are conducted on all participants. All drug screening results shall be reported and forwarded promptly to the DWI Drug Court program coordinator. Collectors and observers are prohibited from revealing, or discussing drug screening results, including drug screening procedures with participants.

“Evaluation Committee” means a body appointed by the AOC to perform the evaluation of Offeror proposals.

“Finalist” is defined as an Offeror who meets all the mandatory specifications of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.

“Group Counseling” means a licensed/certified practitioner will provide weekly gender and culturally specific counseling sessions to two or more participants at a given time as they progress from phase one through phase four of the program.

“Individual Therapy” means a plan for counseling services that is prepared by a licensed/certified practitioner for each program participant, which shall be reviewed and approved by the presiding DWI Drug Court Judge, and copies shall be forwarded to the Santa Fe DWI Drug Court program coordinator.

“Magistrate DWI Drug Court Program Manager” means the person or designee authorized by the AOC to supervise the Santa Fe DWI Drug Court program.

“Offeror” is any person, firm, corporation or partnership who chooses to submit a proposal.

“Procurement Manager” means the person or designee authorized by the AOC to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

“Request for Proposals” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.

“Responsible Offeror” means an Offeror who submits a responsive proposal and who has furnished when required, information and data to provide that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.

“Screening and Assessment” means that an assessment shall be evidence-based and validated instruments, including structured diagnostic interviews, psychosocial assessment instruments, psychological tests, laboratory, or other types of testing, and by collateral information and shall be conducted on all incoming participants to identify, diagnose and determine appropriate level of care that is specific to the individual. The yielded information is shared with the Drug Court team to the extent that it does not jeopardize confidentiality.

F. BACKGROUND INFORMATION

A DWI drug court is a specifically designed court calendar or docket, the purpose of which is to achieve a reduction in recidivism and substance abuse and to increase the participants' likelihood of successful rehabilitation. This is accomplished through early, continuous, and intense judicial oversight combined with treatment, mandatory periodic drug testing, and use of appropriate sanctions, incentives, and other community-based rehabilitation services.

All DWI drug courts are treatment focused courts, so rehabilitative services are at the core of the drug court activities. The monitoring services are intense and directed toward those areas providing the best support to therapy. Consistent, but random, drug testing and home visits multiple days a week and on weekends, weekly contact with the judge in the early phases, frequent breath and/or electronic alcohol monitoring, and the regular input of a multidisciplinary team of professionals who provide insight to the judge regarding potential sanctions and incentives as needed are mainstays of the DWI drug courts.

The following general guidelines apply to all treatment services provided under contract with the AOC:

- Services must be provided by appropriately licensed practitioners and practitioners must practice only within their identified scope and under supervision, if required.
- Treatment services must be provided in a gender appropriate, trauma-informed and culturally sensitive manner.
- Treatment services must utilize a motivational approach.
- Treatment services must follow generally accepted best practices.
- Participants receive behavioral or cognitive behavioral interventions that are manualized and validated.
- Interventions are carefully documented.
- Practitioners are appropriately trained to deliver the intervention consistent with the manual.
- Fidelity to the treatment model is maintained through continual clinical oversight.
- Supervision strategies are in writing and available for inspection by the AOC or its designee.
- Since recovery is a long-term process and internal changes proceed through various stages, it is expected that the treatment provider will:
 - Develop a treatment plan that provides for long term continuity of care, and
 - Employs therapeutic interventions that are specific to the unique challenges, strengths and overall needs of the individual program participant.
- Understanding that the likelihood of co-occurring disorders is high among participants eligible for DWI drug courts, the treatment provider will address both immediate and long-term needs for supportive associations, employment

(including vocational rehabilitation), housing, medical issues, etc., and will secure and/or refer for community resources as needed.

- Treatment services must support total sobriety with long-term goals of living in recovery.

II. CONDITIONS GOVERNING THE PROCUREMENT

This section of the RFP contains the schedule for the procurement, describes the major procurement events, and the conditions governing the procurement.

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to adhere to the following schedule:

ACTION	RESPONSIBILITY	DATE
1. Issue RFP	AOC	February 2, 2018
2. Deadline to Submit Acknowledgement of Receipt of Request for Proposals Form	Potential Offerors	February 9, 2018
3. Deadline to Submit Questions	Potential Offerors	February 9, 2018
4. Response to Written Questions	AOC	February 14, 2018
5. Submission of Proposal	Potential Offerors	March 7, 2018
6. Campaign Contribution Disclosure	Offerors	March 7, 2018
7. Proposals Evaluation	Evaluation Committee	March 16, 2018
8. Selection of Finalists	Evaluation Committee	March 20, 2018
9. Best & Final Offers from Finalists	Offeror	March 23, 2018
10. Finalize/Award Contract	AOC/Offeror	March 30, 2018
11. Protest Deadline	Offeror	April 14, 2018

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the sequence of events shown in Section II, Paragraph A.

1. Issue of RFP

This RFP is being issued by the AOC on February 2, 2018. Additional copies of the RFP can be obtained by the Procurement Manager or viewed on the New Mexico Courts Website (www.nmcourts.com).

2. Acknowledgement of Receipt

Potential Offerors should hand deliver or return by e-mail, facsimile, or by registered/certified mail the "Acknowledgement of Receipt of Request for Proposals Form" that accompanies this document (See Attachment A) to have their organization placed on the procurement distribution list. The form should be signed by an authorized representative of the organization, dated, and returned by 3:00 pm on February 9, 2018.

The procurement distribution list shall be used for the distribution of written responses to questions and any RFP amendments. Failure to return this form shall constitute a presumption of receipt and rejection of the RFP, and the potential Offeror's organization name shall not appear on the distribution list.

3. Deadline to Submit Written Questions

Potential Offerors may submit written questions as to the intent or clarity of this RFP until 3:00 pm on February 9, 2018. All written questions must be addressed to the Procurement Manager (see Section I, Paragraph D).

4. Response to Written Questions/RFP Amendments

Written responses to written questions and any RFP amendments shall be distributed on February 14, 2018 to all potential Offerors whose organization name appears on the procurement distribution list. An Acknowledgement of Receipt Form shall accompany the distribution package. The form should be signed by the Offerors representative, dated, and hand-delivered or returned by e-mail, facsimile, or by registered/certified mail by the date indicated thereon. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process. Thereafter, the Offerors organization name shall be deleted from the procurement distribution list.

Additional written requests for clarification of distributed answers and/or amendments must be received by the Procurement Manager no later than three (3) days after any response and/or amendments are issued.

5. Submission of Proposal

ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR DESIGNEE **NO LATER THAN 3:00 PM MOUNTAIN TIME ON MARCH 7, 2018**. Time is of the essence for submitting proposals and proposals received after this deadline will not be accepted. The date and time of receipt will be recorded on each proposal. Electronic submissions are preferred. If not submitted electronically, proposals must be addressed and delivered to the Procurement Manager at the address listed in Section 1, Paragraph D. Proposals must be labeled on the outside of the package so as to clearly indicate that they are in response to Substance Abuse Treatment Services for Santa Fe Request For Proposals. Proposals must be sealed. Any proposals or portions of proposals submitted by facsimile will not be accepted.

A public log will be kept of the names of all Offerors. Pursuant to Section 13-1-116, NMSA 1978, the contents of any proposal shall not be disclosed to competing Offerors prior to contract award.

6. Campaign Contribution Disclosure

Potential Offerors must submit with their response to proposal, on March 7, 2018, the "Campaign Contribution Disclosure Form" that accompanies this document (See Attachment C) with their proposal by June 15, 2017.

Pursuant to NMSA 1978, 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form (Attachment C) with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two-year period.

7. Proposal Evaluation

The evaluation of proposals will be performed by an Evaluation Committee appointed by the AOC. This process will take place by March 16, 2018. During this time, the Procurement Manager may, at her option, initiate discussions with the Offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussions. Discussions SHALL NOT be initiated by the Offerors.

8. Selection of Finalists

The Evaluation Committee will select and Procurement Manager will notify the finalists Offerors on March 20, 2018. Only finalists will be invited to participate in the subsequent steps of the procurement.

9. Best and Final Offers from Finalists

Finalist Offerors may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by 3:00 pm on March 23, 2018.

10. Finalize Contract

The contract will be finalized with the most advantageous offeror June 30, 2018. In the event that mutually agreeable terms cannot be reached within the time specified, the Agency reserves the right to finalize a contract with the next most advantageous offeror without undertaking a new procurement process.

11. Contract Award

The contract shall be awarded to the offeror or offerors whose proposal is most advantageous by March 30, 2018, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

12. Protest Deadline

Any protest by an Offeror must be timely and in conformance with Section 13-1-172, NMSA 1978, and applicable procurement regulations. The fifteen (15) day protest period for responsive Offerors shall begin on the day following the contract award and will end at 3:00 pm April 14, 2018. Protest must be written and must include the name and address of the protestor. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from the Procurement Manager. The protest must be delivered to the Procurement Manager at the address listed in Section I, Paragraph D. Protests received after the deadline will not be accepted.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the AOC's Guidelines Governing Procurement.

1. Acceptance of Conditions Governing the Procurement

Offerors must indicate their acceptance of the Conditions Governing the Procurement section in the letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Costs

Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3. Prime Contractor Responsibility

Any contract that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract by the AOC. The AOC will make contract payments to only the prime contractor.

4. Subcontractors

Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. The prime contractor shall be wholly responsible for the entire performance whether or not subcontractors are used.

5. Amended Proposals

An Offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The AOC personnel will not merge, collate, or assemble proposal materials.

6. Offers Rights to Withdraw Proposal

Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Offeror must submit a written withdrawal request signed by the Offerors duly authorized representative addressed to the Procurement Manager.

7. Proposal Offer Firm

Responses to this RFP will be considered until March 30, 2018.

8. Disclosure of Proposal Contents

The proposals will be kept confidential until a contract is awarded. At that time, all proposals and document pertaining to the proposals will be open to the public, except for the material which is proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the Offerors organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3-A-1 to 57-3-A-7, NMSA 1978.

If a request is received for disclosure of data for which an Offeror has made a written request for confidentiality, the Procurement Manager shall examine the Offerors request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the Offeror takes legal action to prevent the disclosure, the proposal will not be disclosed. The proposal shall be open to public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation

This procurement in no manner obligates the AOC or any of its departments or agencies to the service offered until a valid written contract is approved by the AOC.

10. Termination

This RFP may be cancelled at any time up to and including the deadline for submitting protests and any and all proposals may be rejected in whole or in part when the AOC determines such action to be in the best interest of the AOC and the State of New Mexico.

11. Sufficient Appropriation

Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The AOC's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review

The AOC requires that all Offerors agree to be bound by the General Requirements contained in the RFP. Any Offeror concerns must be promptly brought to the attention of the Procurement Manager.

13. Governing Law

This procurement and any agreement with Offerors that may result shall be governed by the laws of the State of New Mexico.

14. Basis for Proposal

Only information supplied by the AOC in writing through the Procurement Manager or in this RP should be used as the basis for the preparation of Offeror proposals.

15. Contract Terms and Conditions

The contract between the AOC and the Contractor or Contractors will follow the format specified by the AOC and contain the terms and conditions set forth in Attachment B, "Contract Terms and Conditions". However, the AOC reserves the right to negotiate provisions with a successful Offeror in addition to those contained in this RFP. The contents of this RFP, as revised and/or supplemented, and the successful Offerors proposal will be incorporated into the contract.

Should an Offeror object to any of the AOC's terms and conditions, as contained in this Section or in Attachment B, that Offeror must propose specific alternative language that would be acceptable to the AOC. General references to the Offerors terms and

conditions or attempts at complete substitutions are not acceptable to the AOC and will result in disqualification of the Offerors proposal.

Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

All contracts for professional services are subject to the review and approval by the AOC.

16. Offerors Terms and Conditions

Offerors must submit with the proposal a complete set of any additional terms and conditions which they expect to have included in a contract negotiated with the AOC.

17. Contract Deviations

Any additional terms and conditions, which may be the subject of negotiation, will be discussed only between the AOC and the selected Offerors and will not be deemed an opportunity to amend the Offerors proposal.

18. Offeror Qualifications

The Evaluation Committee may make such investigations as necessary to determine the ability of the Offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any Offeror who is not a responsible Offeror or fails to submit a responsive offer as defined in Sections 13-1-83 and 13-1-85, NMSA 1978.

19. Right to Waive

The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposal failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurement. The right to waive minor irregularities and mandatory requirements is at the sole discretion of the Evaluation Committee.

20. Change in Contractor Representatives

The AOC reserves the right to require a change in Contractor representatives if the assigned representatives are not, in the opinion of the AOC, representing the Contractor adequately.

21. Notice of Criminal Penalties

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for bribes, gratuities and kick-backs.

22. AOC Rights

The AOC reserves the right to accept all or a portion of an Offerors proposal.

23. Right to Publish

Throughout the duration of this procurement process and contract term, potential Offerors, Offerors, and Contractors must secure from the AOC written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent contract. Failure to adhere to this requirement may result in disqualification of the Offerors proposal or termination of the contract.

24. Ownership of Proposals

All documents submitted in response to this RFP will become the property of the AOC and the State of New Mexico.

25. Electronic mail address required

A large part of the communication regarding this procurement will be conducted by electronic mail (email). Offeror must have a valid email address to receive this correspondence.

26. Use of Electronic Versions of this RFP

This RFP is being made available by electronic means. If accepted by such means, the offeror acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of conflict between a version of the RFP in the offerors possession and the version maintained by the AOC, the version maintained by the AOC shall govern.

27. Suspension and Debarment Requirement

The offeror shall certify, by signing the agreement attached hereto as Attachment D that to the best of its knowledge and belief that the offeror and/or its Principals are not or have not been debarred, suspended, proposed for debarment or declared ineligible for the award of contracts by any Federal department or agency.

III. SPECIFICATIONS

This section contains relevant information concerning the task to be performed by the Contractor. Offerors should respond in the form of a narrative to each specification. The narrative along with the required supporting material will be evaluated and awarded points accordingly.

A. DETAILED SCOPE OF WORK

The following requirements are mandatory for carrying out the services associated with Substance Abuse Treatment. The CONTRACTOR shall work closely with the DWI Drug Court Coordinator to carry out the tasks and complete the objectives of this service contract. The CONTRACTOR must agree to provide individualized participant progress reports and service provision updates to the COORDINATOR and participate in staffing and hearings on a weekly basis. Written status reports will include participant progress summaries reflecting progress toward stated treatment goals and any barriers to recovery as noted by the counselor. Problems encountered within a group or individual counseling session will be noted on an incident report and submitted to the COORDINATOR as soon as possible.

To the extent possible, services should be (a) individually centered and family-focused, based on principles of individual capacity for recovery and resiliency, (b) delivered in a culturally responsive and appropriate manner, (c) coordinated, accessible, accountable and of high quality, (d) directed by the individual served, and (e) provided taking into consideration individual and family circumstances, abilities and strengths and accomplished in consultation with appropriate family members, caregivers and other persons critical to the individual's life and well-being.

All practitioners providing services to program participants must be appropriately licensed and supervised according to the rules and requirements of the NM Counseling and Therapy Practice Board (CTPB) and 16 NMAC 27. Counselors must not operate outside their level of expertise or licensure. Regarding Licensed Substance Abuse Associate (LSAA) Scope of Work: As noted by the CTPB, "The license IS a restricted license... and the licensee MUST have a supervisor who directs that individual's work and ensures the quality of the services provided to clients. The licensee CANNOT work without a clinical supervisor. There are several ways to provide clinical supervision within the counseling and behavioral health industry. These methods include regular case reviews, audiotape reviews, videotape reviews, and direct observation." Supervision of LSAA's and other counselors as required by the CTPB must be documented and available for inspection by the COORDINATOR.

The National Provider Identifier (NPI) numbers associated with the healthcare provider organization, the supervising provider, and individual providers of clinical services must be available for inspection by the COORDINATOR.

The focus of the Substance Abuse Treatment contract is to provide substance abuse treatment and drug testing services to the participants of the Santa Fe Magistrate DWI Drug Court Program and services shall include:

- Screening & Assessment – A diagnostic evaluation / assessment shall be conducted by the treatment provider on all incoming participants to identify, diagnose, and determine appropriate level of care that is SPECIFIC TO THE INDIVIDUAL. Persons with co-occurring disorders shall be accurately identified. Psychosocial issues that may affect participant engagement in drug court shall be identified. Assessment shall include evidence-based and validated instruments, including structured diagnostic interviews, psychosocial assessment instruments, psychological tests, laboratory, or other types of testing, and collateral information (e.g., from family members and COORDINATOR). To expedite participant program entry, clinical assessments shall be conducted by the treatment provider as quickly as possible, but no later than five days from the date of referral. The CONTRACTOR agrees to provide the COORDINATOR with written notice of all screenings and assessments within 24 hours of the completed appointment. Notice of screenings and assessments may be provided to the COORDINATOR via e-mail, fax or hard copy. **\$\$ each**
- Individualized Service / Treatment Plan – An individual treatment plan will be prepared as soon as possible by a licensed/certified practitioner for each program participant to be reviewed and reviewed by the presiding drug court judge and/or COORDINATOR. The plan must state the type, amount, frequency, and duration of the services to be furnished and indicate the diagnoses and anticipated goals as well as other agencies involved in service provision and the plan to coordinate services. **\$\$ each**
- Individual Therapy – Individual therapy will be provided for each participant by an appropriately licensed/certified practitioner as desired by the participant or as determined by the individual treatment plan. The CONTRACTOR agrees to allow the COORDINATOR to observe sessions, as needed. **\$\$ per unit/hour**
- Outpatient and/or Intensive Outpatient Treatment as required pursuant to the client's clinical needs as stated in the treatment plan – Services will be provided for each participant by an appropriately licensed/certified practitioner on a weekly basis according to the assessed needs of the client and according to recognized best practice. IOP programs must be based on research and evidence-based interventions approved by the AOC, be culturally sensitive, incorporate recovery and resiliency values into all service interventions, address co-occurring mental health disorders as well as substance use disorders when indicated, and will attempt to address the following general goals:
 - To achieve abstinence
 - To foster behavioral changes that support abstinence and a new lifestyle

- To facilitate active participation in community-based support systems (e.g., peer recovery groups, 12-Step fellowship, etc.)
- To assist clients in identifying and addressing a wide range of psychosocial problems (e.g., housing, employment, adherence to probation requirements)
- To assist clients in developing a positive support network
- To improve the client's problem-solving skills and coping strategies
- CONTRACTOR records must contain documentation of training of staff according to the agency's treatment model. To the extent possible, the CONTRACTOR agrees to provide gender specific groups on a weekly basis as appropriate to Drug Court clientele. The CONTRACTOR agrees to allow the COORDINATOR to observe sessions, as needed. **\$\$ per unit/hour**
- Aftercare Group Sessions – The CONTRACTOR will provide aftercare services as needed and in accordance with DWI Drug Court policy. **\$\$ per unit/hour**
- Provide Drug Screening – The CONTRACTOR shall provide on-site, rapid drug screening with results available within five (5) minutes; all positive drug screening results shall be reported to the COORDINATOR as soon as possible, but no later than within 24 hours.
 - Collectors and observers are prohibited from revealing, or discussing drug screening results, including drug screening procedures with participants.
 - Collectors and observers are to immediately notify the treatment counselor of any positive result on the drug screen.
 - Collectors and observers shall follow established DWI Drug Court protocols, which include same sex observation.
 - Trained personnel, male and female observers/collectors, shall be acceptable to the DWI Drug Court.
 - Observers/collectors shall be available to collect daily, Monday through Saturday, with hours to be determined by approval of the COORDINATOR.
 - Observers/collectors shall collect a minimum of four (4) profile drug screening to include: THC, cocaine, opiates and amphetamines. **\$\$ per unit, lab confirmation \$\$ per unit**
 - Alcohol screening with approved breath analyzer shall be collected a minimum of three (3) times per week at the discretion of the COORDINATOR. **\$\$ per unit**
 - Administer one (1) time per week as determined by the Drug Court Coordinator a minimum of ten (10) profile drug screening to include: THC, cocaine, opiates, barbiturates, benzodiazepine, and amphetamine, methadone and alcohol. **\$\$ per unit, lab confirmation \$\$ per unit**
 - Arrange for Gas Chromatography/Mass Spectrometry (GC/MS) confirmation with quantitative results.

- Testing supplies shall be maintained in secure storage and equipment surroundings shall have lockable doors accessible by authorized personnel only.
 - Drug screening will occur at a minimum of three times per week on a random basis with the availability to collect daily, Monday through Saturday, for each participant unless otherwise directed by the COORDINATOR.

- Provide Administrative Services - The CONTRACTOR agrees to provide the following administrative services to be compensated by a monthly (one-twelfth) administrative draw:
 - Liaison services – The CONTRACTOR's representative, knowledgeable about each participant's treatment progress, will be available for DWI/Drug Court multidisciplinary team meetings and staffing sessions, court hearings, and care coordination meetings.
 - Written Reports – Weekly written updates documenting client presence, participation, and progress will be provided to the court. Additionally, The CONTRACTOR agrees to provide the program coordinator with written incident reports advising of any and all known participant program infractions, including but not limited to: missed group therapy sessions, missed individual sessions, missed individual therapy sessions, missed urinalysis testing, positive urinalysis testing and positive breath analysis testing. Incident reports shall be provided to the program coordinator within 24 hours if an incident occurs Monday through Friday and 72 hours if an incident occurs Friday through Sunday or on a holiday. Notice may be provided to the program coordinator via email, fax or hard copy.
 - Case Management Services – The CONTRACTOR will refer the participants to local support services such as housing, transportation, child care services, employment training, and continuing care on an as needed basis.
 - Quality Assurance & Supervision – Supervision of licensed staff who provides services to program participants will be conducted and documented at least monthly by an appropriately licensed and trained individual.
 - Contingency Management – The CONTRACTOR shall work with the COORDINATOR to establish a meaningful contingency management system to serve as the basis for short term and long term incentives, including recognizing significant achievement within the program phases and for graduation upon program completion. Incentives, awards, and other tangible items to recognize achievement and progress will be managed in conjunction with the COORDINATOR and drug court team.
 - Expedited Services – Assessments will be provided according to the deadlines noted in this contract.

B. MANDATORY SPECIFICATIONS

1. Facilities

Provide a description of available facilities for individual, group or other treatment services, gender specific bathrooms for alcohol and drug screening, storage and security of drug testing equipment/supplies, offices, computers and equipment. Also provide a map of area describing location of facility in relation to public transportation.

2. Offeror Experience

The Offeror must be qualified and adequately trained to provide the unique treatment required by drug court participants. The licensed/certified practitioner must meet the requirements set forth by the Regulation & Licensing Counseling Board Scope of Practice 61-9A-5-F-G. The LMHC must work under supervision at all times when providing mental health counseling, and the LSAA must work under supervision at all times when conducting substance abuse counseling. The Offeror shall at a minimum, be Licensed Substance Abuse Interns (LSAIs) under the laws of New Mexico. It is understood that an LSAI must be under the supervision of a Licensed Alcohol and Drug Abuse Counselor (LADAC).

The Offeror must submit a statement of relevant experience, including experience and professional qualifications of lead professional(s) and subcontractors. The documentation must thoroughly describe how the Offeror has supplied expertise for similar contracts and work related to screening and assessment, individual therapy, group therapy, development of individual treatment plans and on-site drug testing services.

The Offeror must provide the National Provider Identifier (NPI) numbers associated with the healthcare provider organization, the supervising provider, and individual providers of clinical services must be provided for all staff that will be providing services.

3. Cost

Offeror must propose one firm, fixed, fully loaded **hourly rate per service** category below for contractor, or its employees or subcontractors. The firm, fixed, fully loaded hourly rate will include travel to and from the off-site workplace to the on-site workplace. The proposed fully loaded hourly rates must include travel, per diem, fringe benefits and any overhead costs for contractor, personnel, as well as subcontractor personnel if appropriate. New Mexico gross receipts taxes are excluded from the proposed maximum hourly rates.

It is preferred that the Offeror have the ability to bill Medicaid and/or private insurance and that rates for uninsured clients would be similar to the established Medicaid rate.

The service category is as follows:

SERVICE	AMOUNT
Screening & Assessment	\$00.00
Individualized Service/Treatment Plan	\$00.00
Individual Therapy	\$00.00
Group Therapy	\$00.00
Outpatient and/or Intensive Outpatient Treatment Therapy	\$00.00
Other Evidence Based Treatment Therapy (describe)	\$00.00
Aftercare Group Sessions	\$00.00
Alcohol & Drug Screening	\$00.00
Administrative Services (a monthly flat fee is preferred)	\$00.00

4. Liability Insurance

Submit evidence of the organization or individual's current liability insurance policy of at least \$1 million covering injury to any program participant or third party for injuries arising out of actions of all staff members of the Contractor pursuant to this contract. If the organization or individual does not yet have adequate insurance, describe the steps being taken to obtain such insurance and provide any assurances received from insurance carriers.

C. ADDITIONAL SPECIFICATIONS

Answer ALL questions and follow numbering format in response.

1. Provide the National Provider Identifier (NPI) numbers associated with the healthcare provider organization, the supervising provider, and individual providers of clinical services. If these are not readily available please provide timeline detailing when they will be available for billing to Medicaid.
2. What is the program's philosophy of treatment?
3. What criteria are used to determine appropriate levels of care?
4. What levels of care does the program provide?
5. What are the major differences in the levels of care provided?
6. What are the key elements of the program's design?
7. Does the program design utilize evidence-based treatments? If so, please describe.
8. How does the program address cultural-specific needs of the client population?
9. Does the program use manualized treatment curricula? If so, which curricula are used?

10. What experience does the program have in providing services to justice-involved populations?
11. Does the program have a formal fiscal management and accounting procedure in place? If so, please describe.
12. Please describe how Medicaid and private insurance billing will be documented.
13. What processes are in place to assist the uninsured in accessing insurance coverage, through either Medicaid or federal/state/private insurance exchanges?
14. What attempts have been made to ensure cultural competency among the program's staff?
15. Does the program assess individuals in a manner to ensure medical necessity in conformance with Medicaid protocols?
16. Are the treatment modalities offered in conformity with the state Medicaid plan?
17. Are services time driven or based on clinical and medical need?
18. Does the program support medication assisted treatment (MAT) approaches to recovery?
19. Does the program have a MAT prescribing physician/nurse practitioner on staff? If so, what specialized training or certification has been received?
20. Does the program have established relationships with MAT prescribing physicians in the community?

IV. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF RESPONSES

Offerors shall submit only one proposal.

B. NUMBER OF COPIES

Electronic submissions are preferred. If the Offeror is not submitting electronically, he/she shall deliver one original and three (3) identical copies of their proposal on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT

All proposals must be typewritten on standard 8 ½ x 11 paper (larger paper is permissible for charts, spreadsheets, etc.) and placed within a binder with tabs delineating each section.

1) Proposal Organization

The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

- a) Letter of Transmittal
- b) Table of Contents
- c) Proposal Summary

- d) Response to Specifications
- e) Response to Mandatory Specifications
- f) Response to Additional Specifications
- g) Suspension and Debarment Form
- h) Campaign Contribution Form
- i) Response to AOC Terms and Conditions
- j) Offerors Additional Terms and Conditions
- k) Other Supporting Material

Within each section of their proposal, Offerors should address the items in the order in which they appear in the RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. Any proposal that does not adhere to the requirements may be deemed non-responsive and rejected on that basis.

Offerors may attach other materials which may improve the quality of their responses. However, these materials should be included as items in a separate appendix.

2) Letter of Transmittal

Each proposal must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- a) Identify the submitting firm;
- b) Identify the name and title of the person authorized by the firm to contractually obligate the firm;
- c) Identify the name, title, email and telephone number of the person authorized to negotiate the contract on behalf of the firm;
- d) Identify the names, titles, emails, and telephone numbers of the persons to be contacted for clarification;
- e) Explicitly indicate acceptance of the Conditions Governing the Procurement as stated in Section II, Paragraph C.1;
- f) Be signed by the person authorized to contractually obligate the firm;
- g) Acknowledge receipt of any and all amendments to this RFP.

V. EVALUATION

A. EVALUATION POINT/TABLE SUMMARY

The following is a summary of evaluation factors with a point value assigned to each factor. These weighted factors will be used in the evaluation of individual Offeror proposals.

FACTOR	POINTS
I. Scope Raters shall review the ability of all offerors capability to perform the scope of work.	100
II. Experience Raters shall ensure that staff directly employed to provide services have required credentials as outlined in the mandatory specifications, as well as NPI number.	100
III. Program Budget and Unit Costs Raters shall review the budget for NPI #, ability to bill Medicaid and/or private insurance, possible cost overruns, inexplicable expenditures and overall thoroughness of presentation. Rater shall also ensure that all service components and elements are addressed and that the costs appear appropriate based on the amount of effort and/or professional credentials required.	100
IV. Mandatory Specifications Raters shall review the ability of all offerors to complete the mandatory specifications.	100
V. Additional Specifications Raters shall take into consideration content, thoroughness of presentation and ability to answer all additional questions specified.	100
TOTAL	500

B. EVALUATION PROCESS

1. All Offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further consideration.
2. The Procurement Manager may contact the Offeror for clarification of the response as specified in Section II, Paragraph B.7.
3. The Evaluation Committee may use other sources of information to perform the evaluation as specified in Section II, Paragraph C.15.

4. Responsive proposals will be evaluated on the factors in Section V which have been assigned a point value. The responsible Offerors with the highest scores will be selected as finalists Offerors based upon the proposals submitted. Finalist Offerors who are asked to choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated based on their revised proposal. The responsible Offeror whose proposals is most advantageous to the AOC, taking into consideration the evaluation factors in Section V, will be recommended for contract award as specified in Section II, Paragraph B.9. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.

ATTACHMENT A

Acknowledgement of Receipt Form

REQUESTS FOR PROPOSALS

Substance Abuse Treatment Services

ACKNOWLEDGEMENT OF RECEIPT FORM

In acknowledgement of receipt of this Request for Proposal the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Attachment D.

The acknowledgment of receipt should be signed and returned to the Procurement Manager no later than 3:00 p.m. on February 9, 2018. Only potential Offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive a proposal will receive copies of all Offeror written questions and the AOC's written responses to those questions as well as RFP amendments, if any are issued.

ORGANIZATION: _____

REPRESENTED BY: _____

TITLE: _____

PHONE NUMBER: _____ FAX NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

The name and address will be used for all correspondence related to the Request for Proposal. Firm does/does not (circle one) intend to respond to this Request for Proposals.

ATTACHMENT B

Contract Terms and Conditions



**STATE OF NEW MEXICO
ADMINISTRATIVE OFFICE OF THE COURTS
PROFESSIONAL SERVICES AGREEMENT**

THIS AGREEMENT, entered into this **1st day of July 2017**, by and between the Administrative Office of the Courts, hereinafter referred to as **AOC**, the **County** Magistrate DWI Drug Court, hereinafter referred to as **DWI Drug Court** and **Provider** hereinafter referred to as **CONTRACTOR** for the purpose of serving as Treatment Provider services for the DWI Drug Court Program.

ADDRESS OF CONTRACTOR: Treatment Provider
Street Address
City, State, Zip

PHONE NUMBER OF CONTRACTOR: (###) ###-####
E-MAIL OF CONTRACTOR: xxx@mail.com

In consideration of their mutual promises, the parties agree that:

1. SCOPE OF WORK

The CONTRACTOR shall perform the following services:

The following requirements are mandatory for carrying out the services associated with Substance Abuse Treatment. The CONTRACTOR shall work closely with the DWI Drug Court Coordinator, hereinafter referred to as **COORDINATOR**, to carry out the tasks and complete the objectives of this service contract. The CONTRACTOR must agree to provide individualized participant progress reports and service provision updates to the COORDINATOR and participate in staffings and hearings on a weekly basis. Written status reports will include participant progress summaries reflecting progress toward stated treatment goals and any barriers to recovery as noted by the counselor. Problems encountered within a group or individual counseling session will be noted on an incident report and submitted to the COORDINATOR as soon as possible.

To the extent possible, services should be (a) individually centered and family-focused, based on principles of individual capacity for recovery and resiliency, (b) delivered in a culturally responsive and appropriate manner, (c) coordinated, accessible, accountable and of high quality, (d) directed by the individual served, and (e) provided taking into consideration individual and family circumstances, abilities and

strengths and accomplished in consultation with appropriate family members, caregivers and other persons critical to the individual's life and well-being.

All practitioners providing services to program participants must be appropriately licensed and supervised according to the rules and requirements of the NM Counseling and Therapy Practice Board (CTPB) and 16 NMAC 27. Counselors must not operate outside their level of expertise or licensure. Regarding Licensed Substance Abuse Associate (LSAA) Scope of Work: As noted by the CTPB, "The license IS a restricted license... and the licensee MUST have a supervisor who directs that individual's work and ensures the quality of the services provided to clients. The licensee CANNOT work without a clinical supervisor. There are several ways to provide clinical supervision within the counseling and behavioral health industry. These methods include regular case reviews, audiotape reviews, videotape reviews, and direct observation." Supervision of LSAA's and other counselors as required by the CTPB must be documented and available for inspection by the COORDINATOR.

The National Provider Identifier (NPI) numbers associated with the healthcare provider organization, the supervising provider, and individual providers of clinical services must be available for inspection by the COORDINATOR.

This scope of work is not exhaustive and may change based on the progress and/or tasks that seem appropriate and necessary to achieve the goals and requirements of the program.

Under the terms of this Agreement the CONTRACTOR shall:

- A. Coordinate with Medicaid and Private Insurance
 - 1. Immediately identify and assist all uninsured program participants in obtaining insurance coverage through Medicaid, Medicare, or other reasonably available private and public insurers.
 - 2. Bill the AOC for services only after evidence is provided to show that (1) the uninsured participant was denied coverage by all reasonably available insurers, including Medicaid, Medicare, or (2) the insured participant's coverage denied payment for the service for a reason other than a failure or omission of the CONTRACTOR, as indicated in an Explanation of Benefits (EOB) or other document.
- B. Provide Medical Services as indicated below
 - 1. Screening & Assessment – A diagnostic evaluation / assessment shall be conducted by the treatment provider on all incoming participants to identify, diagnose, and determine appropriate level of care that is SPECIFIC TO THE INDIVIDUAL. Persons with co-occurring disorders shall be accurately identified. Psychosocial issues that may affect participant engagement in drug court shall be identified. Assessment shall include evidence-based and validated instruments, including structured diagnostic interviews, psychosocial assessment instruments, psychological tests, laboratory, or other types of testing, and collateral

information (e.g., from family members and COORDINATOR). To expedite participant program entry, clinical assessments shall be conducted by the treatment provider as quickly as possible, but no later than five days from the date of referral. The CONTRACTOR agrees to provide the COORDINATOR with written notice of all screenings and assessments within 24 hours of the completed appointment. Notice of screenings and assessments may be provided to the COORDINATOR via e-mail, fax or hard copy. **\$\$ each**

2. Individualized Service / Treatment Plan – An individual treatment plan will be prepared as soon as possible by a licensed/certified practitioner for each program participant to be reviewed and reviewed by the presiding drug court judge and/or COORDINATOR. The plan must state the type, amount, frequency, and duration of the services to be furnished and indicate the diagnoses and anticipated goals as well as other agencies involved in service provision and the plan to coordinate services. **\$\$ each**
3. Individual Therapy – Individual therapy will be provided for each participant by an appropriately licensed/certified practitioner as desired by the participant or as determined by the individual treatment plan. The CONTRACTOR agrees to allow the COORDINATOR to observe sessions, as needed. **\$\$ per unit/hour**
4. Outpatient and/or Intensive Outpatient Treatment as required pursuant to the client's clinical needs as stated in the treatment plan – Services will be provided for each participant by an appropriately licensed/certified practitioner on a weekly basis according to the assessed needs of the client and according to recognized best practice. IOP programs must be based on research and evidence-based interventions approved by the AOC, be culturally sensitive, incorporate recovery and resiliency values into all service interventions, address co-occurring mental health disorders as well as substance use disorders when indicated, and will attempt to address the following general goals:
 - i. To achieve abstinence
 - ii. To foster behavioral changes that support abstinence and a new lifestyle
 - iii. To facilitate active participation in community-based support systems (e.g., peer recovery groups, 12-Step fellowship, etc.)
 - iv. To assist clients in identifying and addressing a wide range of psychosocial problems (e.g., housing, employment, adherence to probation requirements)
 - v. To assist clients in developing a positive support network
 - vi. To improve the client's problem-solving skills and coping strategies
 - vii. CONTRACTOR records must contain documentation of training of staff according to the agency's treatment model. To the extent possible, the CONTRACTOR agrees to provide gender

specific groups on a weekly basis as appropriate to Drug Court clientele. The CONTRACTOR agrees to allow the COORDINATOR to observe sessions, as needed. **\$\$ per unit/hour**

5. Aftercare Group Sessions – The CONTRACTOR will provide aftercare services as needed and in accordance with DWI Drug Court policy. **\$\$ per unit/hour**
6. Provide Drug Screening – The CONTRACTOR shall provide on-site, rapid drug screening with results available within five (5) minutes; all positive drug screening results shall be reported to the COORDINATOR as soon as possible, but no later than within 24 hours.
 - i. Collectors and observers are prohibited from revealing, or discussing drug screening results, including drug screening procedures with participants.
 - ii. Collectors and observers are to immediately notify the treatment counselor of any positive result on the drug screen.
 - iii. Collectors and observers shall follow established DWI Drug Court protocols, which include same sex observation.
 - iv. Trained personnel, male and female observers/collectors, shall be acceptable to the DWI Drug Court.
 - v. Observers/collectors shall be available to collect daily, Monday through Saturday, with hours to be determined by approval of the COORDINATOR.
 - vi. Observers/collectors shall collect a minimum of four (4) profile drug screening to include: THC, cocaine, opiates and amphetamines. **\$\$ per unit, lab confirmation \$\$ per unit**
 - vii. Alcohol screening with approved breath analyzer shall be collected a minimum of three (3) times per week at the discretion of the COORDINATOR. **\$\$ per unit**
 - viii. Administer one (1) time per week as determined by the Drug Court Coordinator a minimum of ten (10) profile drug screening to include: THC, cocaine, opiates, barbiturates, benzodiazepine, and amphetamine, methadone and alcohol. **\$\$ per unit, lab confirmation \$\$ per unit**
 - ix. Arrange for Gas Chromatography/Mass Spectrometry (GC/MS) confirmation with quantitative results.
 - x. Testing supplies shall be maintained in secure storage and equipment surroundings shall have lockable doors accessible by authorized personnel only.
 - xi. Drug screening will occur at a minimum of three times per week on a random basis with the availability to collect daily, Monday through Saturday, for each participant unless otherwise directed by the COORDINATOR.
- C. Provide Administrative Services - The CONTRACTOR agrees to provide the following administrative services to be compensated by a monthly (one-twelfth) administrative draw:

1. Liaison services – The CONTRACTOR's representative, knowledgeable about each participant's treatment progress, will be available for DWI/Drug Court multidisciplinary team meetings and staffing sessions, court hearings, and care coordination meetings.
2. Written Reports – Weekly written updates documenting client presence, participation, and progress will be provided to the court. Additionally, The CONTRACTOR agrees to provide the program coordinator with written incident reports advising of any and all known participant program infractions, including but not limited to: missed group therapy sessions, missed individual sessions, missed individual therapy sessions, missed urinalysis testing, positive urinalysis testing and positive breath analysis testing. Incident reports shall be provided to the program coordinator within 24 hours if an incident occurs Monday through Friday and 72 hours if an incident occurs Friday through Sunday or on a holiday. Notice may be provided to the program coordinator via email, fax or hard copy.
3. Case Management Services – The CONTRACTOR will refer the participants to local support services such as housing, transportation, child care services, employment training, and continuing care on an as needed basis.
4. Quality Assurance & Supervision – Supervision of licensed staff who provides services to program participants will be conducted and documented at least monthly by an appropriately licensed and trained individual.
5. Contingency Management – The CONTRACTOR shall work with the COORDINATOR to establish a meaningful contingency management system to serve as the basis for short term and long term incentives, including recognizing significant achievement within the program phases and for graduation upon program completion. Incentives, awards, and other tangible items to recognize achievement and progress will be managed in conjunction with the COORDINATOR and drug court team.
6. Expedited Services – Assessments will be provided according to the deadlines noted in this contract.

2. **COMPENSATION**

The total amount payable under this AGREEMENT shall not exceed \$**XXXXX** for the year. The AOC will pay for medical services identified in Section 1B upon the receipt of a detailed invoice documenting the services rendered by the CONTRACTOR in conducting the Scope of Work above, and including the evidence of denial of insurance payment or coverage concerning Medicaid billing as included in Section 1A. All invoices submitted by the CONTRACTOR shall be submitted within the parameters of the state fiscal year which runs July 1 through June 30 of each year. Invoices received **AFTER JULY 5, 2019 WILL NOT BE PAID.**

The AOC will pay for administrative services under this contract identified in Section 1C upon the receipt of an invoice attesting the services were rendered by the CONTRACTOR in conducting the Scope of Work above. The monthly draw shall not exceed **XXXX** and the annual draw shall not exceed **XXXX**.

The CONTRACTOR may attend AOC authorized trainings and may bill for training and travel in accordance with the New Mexico Regulations Governing the Per Diem and Mileage Act. 2.42.2 NMAC and any guidance provided by the NM Supreme Court. The CONTRACTOR must have prior approval for travel and training in order to be reimbursed.

The CONTRACTOR shall be responsible for payment of any New Mexico gross receipts taxes levied on the amount paid to CONTRACTOR pursuant to this AGREEMENT. The AOC will not pay any gross receipts tax.

The terms of this AGREEMENT are contingent upon available funding. If sufficient funds are not available this contract shall terminate immediately upon written notice given by the AOC to the CONTRACTOR. The AOC's decision as to whether sufficient funds are available shall be accepted by the CONTRACTOR and shall be final.

3. TERM

This AGREEMENT runs from July 1, 2018 through June 30, 2019, and all services are to be performed within this time unless changes are authorized by AOC or unless the AGREEMENT is terminated pursuant to Paragraph 4. Work hours shall be determined by the CONTRACTOR to provide the contracted services as soon as possible.

4. TERMINATION

This AGREEMENT may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. THE PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE OTHER LEGAL RIGHTS AND REMEDIES AFFORDED THE AOC IN SUCH CIRCUMSTANCES AS CONTRACTOR'S DEFAULT/BREACH OF CONTRACT.

5. STATUS OF CONTRACTOR

The CONTRACTOR and its agents and employees are independent CONTRACTORS performing professional services for the AOC and are not employees of the State of New Mexico. The CONTRACTOR and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico as a result of this AGREEMENT. The CONTRACTOR acknowledges that all sums received hereunder are reportable by the CONTRACTOR for tax purposes, including without limitation, self-employment and business income tax. The CONTRACTOR agrees not to purport to bind the AOC unless the CONTRACTOR has express written authority to do so, and then only within the strict limits of that authority.

Submit evidence of the organizations or individual's current liability insurance policy of at least \$1 million covering injury to any program participant or third party for injuries arising out of actions of all staff members of the CONTRACTOR pursuant to this contract. If the organization or individual does not yet have adequate insurance, describe the steps taken to obtain such insurance and provide any assurances received from insurance carriers.

6. ASSIGNMENT

The CONTRACTOR shall not assign or transfer any interest in this AGREEMENT or assign any claims for money due or to become due under this AGREEMENT without the prior written approval of the AOC.

7. SUBCONTRACTING

The CONTRACTOR shall not subcontract any portion of the services to be performed under this AGREEMENT without the written approval of the AOC.

8. RECORDS AND AUDIT

The CONTRACTOR shall maintain detailed time records that indicate the date, time and nature of services rendered. These records shall be provided by the CONTRACTOR for inspection by the AOC and the State Auditor upon written request of the AOC. The AOC has the right to audit billings both before and after payment. Payment under this AGREEMENT is not a waiver of the right of the AOC to recover excessive or illegal payments.

9. APPROPRIATIONS

The terms of this AGREEMENT are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this AGREEMENT. If sufficient appropriations and authorization are not made by the Legislature, this AGREEMENT shall terminate immediately upon written notice being given by the AOC to the CONTRACTOR. The AOC's decision as to whether sufficient appropriations are available shall be accepted by the CONTRACTOR and shall be final.

10. FINAL PAYMENT

Since all payments under this AGREEMENT shall be monthly, AOC shall be entitled to withhold the final payment due hereunder, pending final approval by AOC of the services rendered. Upon receipt and acceptance of a final project report prior to the final payment, the CONTRACTOR shall furnish AOC proof in documentary form that all claims, liens, salaries or other obligations incurred by it in accordance with the services specified herein have been properly paid and released.

11. RELEASE

Final payment of the amounts due under this AGREEMENT shall operate as a release of the AOC, its employees, and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this AGREEMENT.

12. CONFIDENTIALITY

Any information given to or developed by the CONTRACTOR in the performance of this AGREEMENT shall be kept confidential and shall not be made available to any individual or entity by the CONTRACTOR without the prior approval of the AOC.

13. PRODUCE OF SERVICE – COPYRIGHT

All materials developed or acquired by the CONTRACTOR under this AGREEMENT shall become the property of the State of New Mexico, and shall be delivered to the AOC not later than the termination date of this AGREEMENT. Nothing produced, in whole or in part, by the CONTRACTOR under this AGREEMENT shall be subject of an application for copyright by or on behalf of the CONTRACTOR.

14. CONFLICT OF INTEREST; GOVERNMENTAL CONDUCT ACT

The CONTRACTOR warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the AGREEMENT. The CONTRACTOR certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

15. PROHIBITION AGAINST DUAL COMPENSATION

The CONTRACTOR shall bill Medicaid/Third Party Insurance for all treatment services covered prior to the AOC. The CONTRACTOR shall coordinate with the DWI/Drug Court program on services/costs billed to a Third Party to ensure services/costs are not also billed to the AOC.

The charges for services rendered under this AGREEMENT are reimbursable or subject to compensation only to the extent that such services relate exclusively and directly to the purpose of this AGREEMENT and supplemental or additional payment for such services is not received by the CONTRACTOR from any other source.

16. EQUAL EMPLOYMENT OPPORTUNITY

The CONTRACTOR, in the performance of this AGREEMENT, shall not discriminate against any employee, client or other person on the basis of race, color, religion, national origin, sex, age or disability.

17. PENALTIES FOR VIOLATION OF LAW

The Procurement Code imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

18. MERGER

This AGREEMENT incorporates all AGREEMENTS, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written

AGREEMENT. No prior AGREEMENT or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this AGREEMENT.

19. AMENDMENT

This AGREEMENT shall not be altered, changed or amended except by instrument in writing executed by the parties to the AGREEMENT.

20. APPLICABLE LAW

The laws of the State of New Mexico shall govern this AGREEMENT, without giving effect to its choice of law's provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-2-1 (G) NMSA 1978. By execution of this AGREEMENT, CONTRACTOR acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this AGREEMENT.

21. WORKERS COMPENSATION

The CONTRACTOR agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the CONTRACTOR fails to comply with the Workers Compensation Act and applicable rules when required to do so, this AGREEMENT may be terminated by the AOC.

22. INDEMNIFICATION

The CONTRACTOR shall defend, indemnify and hold harmless the AOC and the State of New Mexico from all actions, proceedings, claims, demands, costs, damages, attorney's fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this AGREEMENT, caused by the negligent act or failure to act of the CONTRACTOR, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the CONTRACTOR resulting in injury or damage to persons or property during the time when the CONTRACTOR or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this AGREEMENT. In the event that any action, suite or proceeding related to the services performed by the CONTRACTOR or any officer, agent, employee, servant, or subcontractor under this AGREEMENT is brought against the CONTRACTOR, the CONTRACTOR shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the AOC and the Risk Management Division of the New Mexico General Services Department by certified mail.

23. INVALID TERM OR CONDITION

If any term or condition of this AGREEMENT shall be held invalid or unenforceable, the remainder of this AGREEMENT shall not be affected and shall be valid and enforceable.

24. ENFORCEMENT OF AGREEMENT

A party's failure to require strict performance of any provision of this AGREEMENT shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this AGREEMENT

shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

25. NOTICES

Any notice required to be given to either party by this AGREEMENT shall be in writing and shall be delivered in person, by courier service or by U.S. Mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the Administrative Office of the Courts:

Robert Mitchell, Statewide DWI Drug Court Coordinator
Administrative Office of the Courts
237 Don Gaspar, Room 25
Santa Fe, NM 87501
aocrvm@nmcourts.gov

To the CONTRACTOR:

Treatment Provider
Address
E-mail

The CONTRACTOR shall within ten (10) calendar days communicate to the AOC Statewide Project Manager any change in the person designated in this AGREEMENT to receive notice or address change, showing the effective date of the change by the CONTRACTOR.

26. AUTHORITY

If CONTRACTOR is other than a natural person, the individual signing this AGREEMENT on behalf of the CONTRACTOR represents and warrants that he or she has the power and authority to bind CONTRACTOR, and that no further action, resolution, or approval from CONTRACTOR is necessary to enter into a binding AGREEMENT.

27. EFFECTIVE DATE

This AGREEMENT is not effective until signed by all parties and is effective on the date specified in Paragraph 3 of this AGREEMENT.

28. SIGNATURE

Signed by the parties on the dates indicated:

**State of New Mexico
Administrative Office of the Courts**

Arthur W. Pepin, Director AOC

Date Signed

Celina Jones, General Counsel

Date Signed

Contractor:

Owner/Administrator
Treatment Provider

Date Signed

THE FOLLOWING ARE NEITHER PARTIES NOR PRIVIES TO THIS AGREEMENT:

The Records of the Taxation and Revenue Department reflect that the CONTRACTOR is registered for payment of the New Mexico gross receipts tax.

YES

NO

New Mexico Tax ID XX-XXXXXX-XXX

The Records of the Taxation and Revenue Department reflect that the CONTRACTOR is exempt from the payment of the New Mexico gross receipts tax.

YES

NO

Tax & Rev Dept.

Date Signed

Approved: _____
Judicial Budget Officer

Date Signed

ATTACHMENT C
Campaign Disclosure Form

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: _____
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)

ATTACHMENT D

Certification regarding Debarment, Suspension, Proposed Debarment and Other
Responsibility Matters

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT AND OTHER RESPONSIBILITY MATTERS

The entering of a contract between AOC and the successful Offeror pursuant to this RFP is a "covered transaction," as defined by 48 C.F.R. Part 9. AOC's contract with the successor Offeror shall contain a provision relating to debarment, suspension, and responsibility substantially in the form contained in Article 39 of Attachment D. All Offerors must provide as a part of their proposals a certification to AOC in the form provided below. Failure of an Offeror to furnish a certification or provide such additional information as requested by the Procurement Manager for this RFP will render the Offeror non-responsible. Furthermore, the Offeror shall provide immediate written notice to the Procurement Manager for this RFP if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

Although AOC may review the veracity of the certification through the use of the federal Excluded Parties Listing System or by other means, the certification provided by the Offeror in paragraph (a), below, is a material representation of fact upon which AOC will rely when making a contract award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to AOC, AOC may terminate the contract resulting from this request for proposals for default.

The certification provided by the Offeror in paragraph (a), below, will be considered in connection with a determination of the Offerors responsibility. A certification that any of the items in paragraph (a), below, exists may result in rejection of the Offerors proposal for non-responsibility and the withholding of an award under this RFP. If the Offerors certification indicates that that any of the items in paragraph (a), below, exists, the Offeror shall provide with its proposal a full written explanation of the specific basis for, and circumstances connected to, the item; the Offerors failure to provide such explanation will result in rejection of the Offerors proposal. If the Offerors certification indicates that that any of the items in paragraph (a), below, exists, AOC, in its sole discretion, may request, that the U.S. Department of Health and Human Services grant an exception under 48 C.F.R. §§ 9.4 if AOC believes that the procurement schedule so permits and an exception is applicable and warranted under the circumstances. In no event will AOC award a contract to an Offeror if the requested exception is not granted for the Offeror.

(a)(1) By signing and submitting a proposal in response to this RFP, the Offeror certifies, to the best of its knowledge and belief, that:

(i) The Offeror and/or any of its Principals-

- (A) Are are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency;
- (B) Have have not , within a three-year period preceding the date of the Offerors proposal, been convicted of or had a civil judgment rendered against them for:

commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property;

- (C) Are are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this certification;
- (D) Have have not , within a three-year period preceding the date of Offerors proposal, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and

(ii) "Principal," for the purposes of this certification, shall have the meaning set forth in 48 C.F.R. § 9.4 and shall include an officer, director; owner, partner, principal investigator, or other person having management or supervisory responsibilities related to a covered transaction. "Principal" also includes a consultant or other person, whether or not employed by the participant or paid with Federal funds, who: is in a position to handle Federal funds; is in a position to influence or control the use of those funds; or occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

(iii) For the purposes of this certification, the terms used in the certification, such as *covered transaction, debarred, excluded, exclusion, ineligible, ineligibility, participant, and person* have the meanings set forth in the definitions and coverage rules of 48 C.F.R. Part 9.

(iv) Nothing contained in the foregoing certification shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

TRAFFIC SAFETY DIVISION:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

OFFEROR: _____

SIGNED BY: _____

TITLE: _____

DATE: _____