

Torrance County
State of New Mexico

Request for Proposals

Teen Court Coordinator



RFP No. 2018-02
Commodity Code: 92553

Sealed Proposals Submitted to:
Torrance County Finance & Purchasing Office
Torrance County Administrative Building
205 9th Street, P.O. Box 48
Estancia, NM 87016
ATTN: Leslie Olivas, Purchasing Director

Date Proposals Submitted by:
Tuesday, December 19, 2017
3:00 P.M.

Proposals must be submitted in a sealed envelope that is clearly marked

“RFP No. 2018-02 – Teen Court Coordinator”

The Board of Commissioners of Torrance County, State of New Mexico is requesting competitive sealed proposals from qualified individuals or organizations to act as Teen Court Coordinator for Torrance County. One (1) original and five (5) copies of the proposals should be submitted no later Tuesday, December 19, 2017 to the Torrance County Finance & Purchasing Office located at 205 9th Street, P.O. Box 48, Estancia, NM 87016.

Proposals will be reviewed and ranked by an Evaluation Review Committee. A Recommendation will then be made to the Torrance County Commission for award to the organization or individual whose proposal is determined to be the most advantageous to the County based on the specific evaluation criteria.

A. CONTRACT PERIOD AND RENEWAL OPTIONS

The term of the contract will be from the date of execution through June 30, 2018. At that time, and for a period of three years thereafter, until June 30, 2021, the County shall have the yearly option, contingent on the availability of funding, to renew the existing contract, subject to approval by the successful contractor and the Board of County Commissioners, or requesting new proposals for services. A breach of any terms of the contract shall be grounds for immediate termination of the contract. Either party may terminate the contract for any reason upon written notice to the other party, made at least thirty days in advance of the termination date.

B. SCOPE OF WORK

The County desires to enter into a contractual relationship with a Teen Court Coordinator including but not limited to the following:

1. Provide coordination, evaluation—including impact and outcome, review and refinement of the existing Torrance County Teen Court Program; and
2. Networking with other such programs in New Mexico and maintaining status as a “member in good standing” of the New Mexico Teen Court Association (NMTCA). This will include attendance at NMTCA trainings and quarterly meetings. Overnight travel may be required; and
3. Recruiting and training adults to serve as guest judges and youth to serve as volunteer jurors; receiving and screening referrals to the program; making initial contact with youth and parents or guardians to schedule initial interview; attending all Teen Court sessions; preparing or assisting in the preparation of Teen Court forms; prioritizing cases; assigning cases specific times and locations; assigning past defendants to cases; coordinating and supervising all trials, which may be conducted outside of traditional work hours; and
4. Becoming a member and actively participating in the Tri-County Juvenile Justice Board;
5. Coordinating with the Juvenile Parole & Probation Office and the Tri-County Juvenile Justice Board’s Service Coordinator on the Juvenile Citation Program; and

6. Maintaining proper records and submitting program reports to the DWI Prevention Program Coordinator. This will include: maintaining database information on all teen court defendants and volunteers; personal, demographic, and tracking information on all defendants; maintaining up-to-date defendant case files; maintaining all court documentation; and preparing a docket detailing court dates and hearings. Additionally, the Contractor will provide monthly reports to the DWI Coordinator; and
7. becoming a member and actively participating in the Partnership for a Healthy Torrance Community and Substance Abuse Prevention Coordination Team; and
8. Networking with potential referral agencies, including, but not limited to: Juvenile Parole and Probation, Tri-County Justice Board, courts, and school administrators. The Contractor will maintain open communication with all agencies and will seek input toward improvement of the program; and
9. Publicly promote the program by distributing teen court brochures, visiting with courts, schools and law enforcement, attending group meetings, and participation in community events.

C. SEQUENCE OF EVENTS

The Purchasing Director will make every effort to adhere to the following schedule:

Action	Date(s)
1. Issue of RFP	12/07/2017
2. Submission of Proposal	12/19/2017
3. Proposal Evaluation	12/20/2017
4. Contract Award	01/10/2018
7. Protest Deadline	01/30/2018

D. EXPLANATION OF EVENTS

The following paragraphs describe the activities listed in the Sequence of Events shown in Section C.

1. Issue of RFP
This RFP is being issued by Torrance County and the Purchasing Department.
2. Submission of Proposal
All proposals shall be received for review and evaluation by the Purchasing Director or designee no later than 3:00 p.m. on Tuesday, December 19, 2017. Proposals received after this deadline will not be accepted. The date and time will be recorded on each proposal. Proposals shall be address and delivered to the Purchasing Director at the address listed on the cover of this RFP. Proposals shall be sealed and labeled on the outside of the package to clearly indicate that they are in response to "RFP 2018-02 – Teen Court Coordinator." Proposals submitted by facsimile will not be accepted.

3. Proposal Evaluation

The evaluation of proposals will be performed by an evaluation committee appointed by the Purchasing Director. This process will take place during the dates indicated in the Sequence of Events.

4. Contract Award

After review of the Evaluation Committee's findings, the Purchasing Director will make a recommendation for award of the contract to the Torrance County Board of County Commissioners on the date indicated in the Sequence of Events. This date is subject to change at the discretion of the Purchasing Director.

The contract shall be awarded to the Offeror or Offerors whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points.

5. Protest Deadline

Any protest by an offeror shall be timely and in conformance with the New Mexico Procurement Code (13-1-28 through 13-1-199 NMSA 1978). The protest period for responsive offerors shall begin on the day following the contract and will end at the close of business on January 30, 2018. Protests shall be written and shall include the name and address of the protestor and the request for proposals number. It shall also contain a statement of grounds for protest including appropriate supporting exhibits, and it shall specify the ruling requested from the Purchasing Director. The protest shall be delivered to the Purchasing Director.

Leslie Olivas, Purchasing Director
205 9th Street, Finance & Purchasing Office
Estancia, NM 87016

Protests received after the deadline will not be accepted.

E. PROPOSAL CONTENT

Submit the following information as a part of the proposal, as follows:

1. **QUALIFICATIONS OF PERSONNEL WHO WILL WORK DIRECTLY WITH YOUTH IN THE TEEN COURT PROGRAM.** Submit complete resumes of the personnel who will interact with the clientele. Be sure to include descriptions of related experience that is applicable to this program
2. **QUALIFICATIONS OF PERSONNEL RESPONSIBLE FOR REPORTING ALL DATA.** Submit complete resumes of the personnel who will be responsible for reporting all data. Be sure to include descriptions of related experience that is applicable to this program.
3. **FAMILIARTY WITH TORRANCE COUNTY AND THE MORIARTY-EDGEWOOD SCHOOL DISTRICT.** Give a complete summary of the offeror's familiarity with Torrance County and the Moriarty-Edgewood School District, including but not limited to demographics and geography.

4. **FAMILIARITY WITH TEEN COURT AND JUVENILE JUSTICE PROGRAMS.** Provide a detailed summary of the offeror’s familiarity with teen court and juvenile justice programs including, but not limited to, any professional or personal experiences.

5. **FEE.** Format the fee proposal as a monthly rate for services rendered. The county reserves the right to select the fee that is most advantageous to the County. Monthly invoices shall include detailed activity reports.

6. **COMPLETED CAMPAIGN CONTRIBUTION DISCLOSURE FORM.** This form is attached to the RFP.

Proposals received which do not include all the above listed requirements shall be considered incomplete. Incomplete proposals may not be considered.

F. EVALUATION

Proposals will be evaluated on the basis of the following criteria. Each proposal may be awarded points up to the amount listed below:

Criteria		Maximum possible points
1.	Qualifications and related experience of personnel who will work directly with youth in the Teen Court Program.	40
2.	Qualifications of personnel responsible for reporting all data.	20
3.	Familiarity with Torrance County and the Moriarty-Edgewood School District.	15
4.	Familiarity with teen court and juvenile justice programs.	15
5.	Fee Proposal.	10
6.	Campaign Contribution Disclosure Form.	Pass or Fail
Maximum Total		100

The proposals will be evaluated by a selection committee which may conduct interviews with any or all offerors. A recommendation will then be submitted to the Torrance County Board of Commissioners for award of the contract.

G. NOTICE

The Procurement Code (13-1-28 through 13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statues impose felony penalties for illegal bribes, gratuities, and kick-backs. The Offeror must submit certificates of compliance in accordance with the Procurement Code.

I. QUESTIONS

Questions concerning this Request for Proposals should be directed to Leslie Olivas, Purchasing Director at (505) 544-4730.

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

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 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 shall void an executed contract or cancel a solicitation or proposed award for a proposed contract 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.

THIS FORM 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, which 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, this 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 either statewide or local office. "Campaign Contribution" included the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed 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.

"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.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who 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 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.

DISCLOSURE OF CONTRIBUTIONS.

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

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.

Type or Printed Name

Date

Signature

Title (Position)

Company Name

County Commission

James "Jim" Frost
Commissioner
District 1

Julia DuCharme
Commissioner
District 2

Javier E. Sanchez
Commissioner
District 3



PO Box 48 ~ 205 Ninth Street
Estancia, NM 87016
(505)544-4700 Main Line (505) 384-5294 Fax
www.torrancecountynm.org

County Manager
Belinda Garland

Deputy County Manager
Annette Ortiz

County Attorney
Dennis Wallin

Attachment to Campaign Contribution Disclosure Form
Current Torrance County Elected Officials

Commissioner, District 1 – James "Jim" Frost

Commissioner, District 2 – Julia DuCharme

Commissioner, District 3 – Javier E. Sanchez

Assessor – Betty Cabber

Clerk – Linda Jaramillo

Probate Judge – Jim Summers

Sheriff – Heath White

Treasurer – Tracy L. Sedillo