

NEW CASTLE COUNTY
Purchasing Division
New Castle County Government Center
87 Read's Way
New Castle, DE 19720
(302) 395-5250

Consulting Services – Hero Help Coordinator
Bid 18PP-001

New Castle County (“County”) is seeking priced proposals from qualified professional consultants to work with the New Castle County Department of Police Hero Help Program as the Coordinator providing people seeking treatment for opioid addiction with immediately available services through contracts among treatment providers, hospitals, and peer counselors.

Interested parties are asked to submit a proposal, in writing, with one (1) signed original and three (3) copies, to New Castle County Purchasing Division, 87 Reads Way, New Castle, DE 19720, by **2:00 p.m. Wednesday, January 3, 2018** so stating their interests and qualifications.

Questions about the RFP should be directed in writing by **noon, Thursday, December 14, 2017**, to Ruth Kowalski, Purchasing, by e-mail at rkowalski@nccde.org

Bidders are responsible for obtaining the bid specifications and all addendums from the New Castle County Purchasing website at www.nccde.org/purchasing.

INSTRUCTIONS FOR PROPOSAL

Sealed proposal envelopes shall carry a clear notation in the lower left quadrant,
“CONSULTING SERVICES – HERO HELP COORDINATOR, Bid #18PP-001.”

FAX proposals **cannot** be accepted.

Pursuant to New Castle County Code and Delaware State Law, no contract will be awarded to any vendor unless, before or in conjunction with the actual award of the contract to such vendor, has submitted proof satisfactory to the County, or to the awarding agency, or the designated representative of the County or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State and the County, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.

Awards, if any, will be made in conjunction with the Delaware Code, Subchapter 2, Chapter 69, Title 29, and the New Castle County Code.

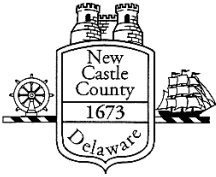


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Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals, and will not be subject to discrimination on the basis of race, color, nation origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

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GENERAL

New Castle County (“County”) is seeking priced proposals from qualified professional consultants to be a Hero Help Coordinator, which is a liaison among providers, hospitals, peer counselors, and people seeking treatment for opioid addiction to work collegially with the NCC Police Department.

SCOPE OF SERVICES

Services shall include peer recovery support services involving an array of services that are responsive to the specific needs of the participant including, but not limited to, the following:

1. Provide direct services by creating a single coordination point for individuals seeking treatment;
2. Conducting community outreach;
3. Facilitating immediate assistance to non-fatal overdose victims;
4. Providing training for NCCPD officers in regard to available referral mechanisms and developing strategic partnerships to increase program efficacy.
5. Establish and maintain partnerships with treatment providers, health services, and support groups to enable efficient and comprehensive service delivery for program participants.

Consultant should include in his or her proposal an explanation of the extensive background in addiction treatment, outreach, re-engagement, and understanding of law enforcement policy and procedures.

EXPERIENCE

Consultant shall have a minimum of a bachelor’s degree in a related field; 5-10 years’ experience working with treatment providers, law enforcement and social service providers; strong project management and data management skills.

CAPACITY TO PERFORM

Consultant shall have the ability to support and promote collaboration between public safety and public health agencies to ensure that overdose reduction efforts are aligned and that communities benefit from a comprehensive and coordinated response. Provide survivors of



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non-fatal overdoses, and their friends and family with access to naloxone and other recovery support services.

Consultant shall have the ability to research and analyze 1) a range of existing community-based efforts to address the opioid epidemic and 2) current evidence-based and proven strategies to reduce opioid-related overdose deaths.

Consultant shall have the ability to convene regular stakeholder discussions surrounding project implementation. The HHC will work with our stakeholders: Delaware Division of Substances Abuse and Mental Health (DSAM), Northeast Treatment Center (NET DETOX), Delaware Department of Justice, Liberty HIDTA (formally the Philadelphia/Camden High Intensity Drug Trafficking area).

The Consultant must possess strong public speaking skills.

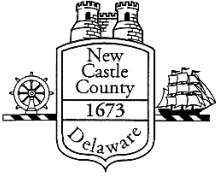
COST PROPOSAL

Cost Proposal –Consultant shall provide a cost proposal limited to a maximum of forty (40) hours worked per week, which from an hourly perspective will not exceed \$33.00 per hour. The total cost of this contract will not exceed \$69,500.

ORGANIZATION OF PROPOSAL

Proposals shall be concise and focused. The introduction information should be included in the transmittal letter. To aid in the comparative evaluation of proposals, please include the following:

1. Introduction (to be provided in transmittal letter)
 - a. Name, address, phone, and fax number;
 - b. Services offered.
2. Experience and reputation as it relates to this RFP.
3. Consulting ability, expertise and educational credentials as they relate to this RFP with particular emphasis on successful recovery and support services similar to those described in this RFP.



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4. Capacity to perform the services and to meet the requirements of this RFP.
5. Familiarity with government contracts and public work, its requirements, systems, and problems, especially in New Castle County and the State of Delaware.
6. Cost Proposal – Consultant shall provide a cost proposal limited to a maximum of forty (40) hours worked per week, which from an hourly perspective will not exceed \$33.00 per hour. The total cost of this contract will not exceed \$69,500.

GENERAL CONTRACT AND PROPOSAL INFORMATION

1. Acceptance of Proposal Content – the contents of the proposal of the successful firm will become a part of any contract awarded as a result of these specifications.
2. Rejection of Proposals – the County reserves the right to reject any and all proposals or to award in whole or in part if deemed to be in the best interests of the County to do so. The County reserves the right to extend this contract to include similar services.
3. Ownership of Material – ownership of all data, material and documentation originated and prepared for the County pursuant to this contract shall be transferred to the County upon completion of the contract.
4. No firm may use the name of the County in any advertisement without the written consent of the Director of Public Safety.
5. Licensing – the successful firm must comply with appropriate Delaware law to conduct business in this State. Copies of all required licenses and certifications must be supplied prior to the award of any contract resulting from this RFP.
6. Confidentiality – all work performed under this contract shall be considered confidential in nature.
7. Termination – New Castle County will retain the right to terminate the contract immediately for failing to execute the responsibilities per the specifications of the contract.



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INDEMNITY

Vendor shall indemnify, defend, and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs, and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss or damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of New Castle County.

FUNDING OUT

The continuation of this contract is contingent upon funding appropriated by County Council.

STATE OF DELAWARE BUSINESS LICENSE

Within seven (7) days from receiving a notice of award, the successful vendor shall either furnish the County with proof of a Delaware Business Licensure, or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, PO Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to (302) 577-8200.

CONTRACT ACCESSIBILITY

This contract shall be accessible to State agencies, political subdivisions, school districts, and volunteer fire companies.

CONFIDENTIALITY

All documents submitted as part of the vendor's bid/proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than New Castle County's Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

New Castle County is a public agency and is subject to the Freedom of Information Act (FOIA). Firms must designate those items that are considered "trade secrets" as defined in the Delaware State Code Title 29, Chapter 100. Vendor(s) are advised that once a proposal/bid is received by NCCo and a decision on contract award is made, its contents will become public record and



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nothing contained in the proposal will be deemed to be confidential except those proprietary items marked as “trade secrets”.

INSURANCE REQUIREMENTS

Workers' Compensation & Employer's Liability Insurance

Vendor shall purchase and keep in force and effect workers' compensation insurance that will provide the applicable statutory benefits for all of the vendor's employees who may or do suffer covered injuries or diseases while involved in the performance of their work for the Vendor; and, even if permitted to do so by statute, Vendor shall not reject any workers' compensation insurance option that, in the absence of such a rejection, would be applicable to any of the said employees. The policy providing the workers' compensation insurance shall include: (1) broad form all-states coverage; (2) an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Vendor shall purchase, and keep in force and effect, Employers' Liability insurance with maximum limits for each employee of \$1,000,000 for each bodily injury by accident, or occupational disease, and \$1,000,000 aggregate maximum limits for all bodily injuries by accidents and occupational diseases within the coverage period, regardless of the number of employees who may sustain bodily injuries by accident or occupational disease.

Automobile and General Liability Insurance

Vendor shall purchase: (1) motor vehicle liability coverage, for owned, hired and non-owned vehicles, covering any and all claims for bodily injury and property damage that arise out of Vendor's performance of work for New Castle County, (2) comprehensive Commercial General Liability (CGL) insurance with limits of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The CGL policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by Vendor, with defense provided in addition to and separate from policy limits for indemnities of the named insured, (b) coverage for Independent Contractor Liability providing coverage in connection with such portion of the Services being subcontracted prior to any of the Services being subcontracted, in accordance with the terms and conditions of this Agreement, (c) coverage for Broad Form Property Damage Liability, (d) coverage for Personal Injury and Advertisers Liability, (e) products and completed operations.



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() Professional Liability Insurance (applicable if checked)

Each vendor of professional services for whom this provision is applicable shall provide professional liability insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

All insurance required under this contract except workers' compensation, employers liability, and professional liability (if applicable) shall be provided on a policy(s) that specifically names New Castle County, its officials and employees as additional insured.

Each policy shall provide an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

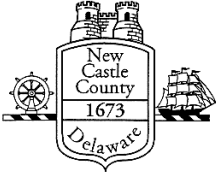
Each policy shall be endorsed to require the insurer to give New Castle County at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer.

Each policy shall be written by a carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an "A" rating from the A.M. Best Agency with "Stable" outlook.

Any change in this rating or outlook must be related to New Castle County by the Vendor or insurance carrier as soon as possible upon learning of same; and the Vendor shall use due diligence with its insurance broker or carrier to keep track of same.

All insurance required under this contract except workers' compensation, employer's liability and professional liability shall expressly provide that such insurance shall be primary insurance; and any similar insurance in the name of Vendor shall be excess and non-contributing.

Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.



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EVALUATION AND SELECTION PROCESS

Based on the criteria established pursuant to the *New Castle County Code*, an evaluation committee will be selected to read, screen, and rank in writing all proposals. The New Castle County Chief of Administrative Services and requesting agency shall have the right to negotiate with individual offerors after their proposals are ranked. The Chief of Administrative Services shall establish procedures and schedules for conducting negotiations. Disclosure of an offeror's price(s) to another and any information derived from competing proposals is prohibited. The Chief of Administrative Services shall issue a written request for best and final offer. The request shall set forth the date, time and place for the submission of best and final offer.

At any point in the negotiation process, the Chief of Administrative Services and the requesting agency may, at his or her discretion, terminate negotiations with any and all offerors.

Submitted proposals will be evaluated on the following criteria. A weighted average formula will be utilized.

EVALUATION CRITERIA

Submitted proposals will be evaluated on the following criteria. A weighted average formula will be utilized.

Experience and reputation as it relates to this RFP	(0-30)
Ability to meet the requirements of this RFP	(0-30)
Capacity to perform the services and meet the requirements of the RFP	(0-30)
Familiarity with government contracts and public work, its requirements and procedures, especially in New Castle County and the State of Delaware	(0-5)
Cost Proposal	(0-5)



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SIGNATURE PAGE

Name of Company

Address

Telephone No.

Fax No.

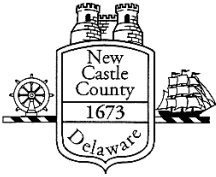
Signature

Federal Tax I.D. No.

Printed Name

Email (REQUIRED)

Date



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NEW CASTLE COUNTY, DELAWARE
PROCUREMENT AFFIDAVIT

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____, and I am duly authorized to represent and bind (business) _____ (the “Business”), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency’s codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: _____

By: _____
Name:

Title:
(Authorized Representative and Affiant)