

## BUTLER COUNTY

### REQUEST FOR PROPOSALS

#### ELECTRONIC MONITORING/ALCOHOL MONITORING/DRUG TESTING PROGRAM

The Butler County Department of Community Corrections is seeking Request for Proposals from qualified vendors for Electronic Monitoring/Alcohol Monitoring/Drug Testing services for both adults and juveniles on supervision through adult or juvenile probation.

The following information will offer a brief explanation and volume of services provided to individuals under the supervision of both Adult and Juvenile Probation:

The Electronic Monitoring Program for adults is reserved for non-violent offenders that the court determines are not a threat to the community. Typical offences that would qualify an offender for the Electronic Monitoring Program include (but not limited to); Driving Under the Influence, Drug Charges, Burglary, Theft, Driving During Suspension, etc. The Adult Probation Office (APO) supervises approximately 100 offenders on house arrest with electronic monitoring daily.

Electronic Monitoring is utilized by Juvenile Court Services (JCS) as an alternative to detention or an out of home placement. On average, JCS has approximately ten youth on house arrest with electronic monitoring daily.

Alcohol monitoring is predominately utilized by APO and is rarely used in JPO. Offenders receiving alcohol monitoring services have existing alcohol dependency issues. Currently, APO has 54 offenders ordered to alcohol monitoring, with a daily average of approximately 50 offenders.

Both APO and JPO drug screen individuals under court supervision to ensure compliance of probation conditions. On average, the Department of Community Corrections drug screens 460 individuals monthly.

#### Scope of Proposed Services

The required Electronic Monitoring and Alcohol Monitoring services will include, but not be limited to the following:

- Ability to interact with Butler County Court System
- Contract with an electronic monitoring vendor that offers GPS electronic monitoring capabilities that is acceptable to the Department of Community Corrections
- Contract with an alcohol monitoring vendor that provides continuous alcohol monitoring equipment that is acceptable to the Department of Community Corrections
- 24/7 on call capabilities for hookups, removals, and equipment failures
- Office space, with handicap accessibility, in a close proximity to the Government Center to accommodate offenders
- Ability to process various self pay methods
- Ability to retrieve and provide statistical data and reports on the services provided
- Timely violation reporting to assigned probation officers
- Maintain schedules for offenders
- Competent in providing court testimony or written court reports
- Maintain communication technology needed to effectively monitor offenders
- Ability to absorb 90 day payment period
- Corporate Liability of at least one million dollars

The required drug testing services will include, but not limited to the following:

- Ability to conduct urinalysis and oral drug screening
- Office space, with handicap accessibility, in a close proximity to the Government Center to accommodate offenders
- Drug testing availability for non-traditional hours (evenings and weekends)
- Enter drug test results in the Adult Probation Offender Management System within 48 hours
- Notify the probation department of positive drug test results within a timely manner
- Send urine and saliva samples for laboratory confirmations when required
- Must provide health and safety supplies for employees conducting the drug screens (**The Butler County Department of Community Corrections will provide the drug tests being utilized for screening**)

In its program, the Vendor must adhere to all laws, regulations, and Butler County Policies and Procedures relating to the operation of the Electronic Monitoring/Alcohol Monitoring/ Drug Testing Program.

## **General Requirements and Information**

Qualified vendors interested in performing the required services for Butler County are invited to submit three (3) copies of your Proposal to:

Douglas Ritson  
Director of Community Corrections  
Butler County Government Center  
124 West Diamond Street  
Butler PA 16001

Proposals must be clearly marked on the outside of the envelope "Electronic Monitoring/Alcohol Monitoring/Drug Testing Program Proposal". Proposals must be received by 4:00 p.m. on November 12, 2021. Any Proposals received after 4:00 p.m. on November 12, 2021, will be returned unopened to the vendor submitting it. Questions regarding this Request for Proposal may be directed to Douglas Ritson, Director of Community Corrections at (724) 284-5387.

## **Submitted Proposal Contents**

Submitted Proposals shall detail the following elements:

**A. Description of Vendor's Qualifications/Experience to Provide Service:**

The vendor must explain in this section their experience with electronic monitoring, alcohol monitoring, drug testing, and their experience with interacting with a court system. The vendor should provide any current experience or capacity to collaborate and have knowledge of social service providers and the environment in Butler County. The vendor should report the number of years for related experience. The vendor should speak to their ability to maintain and sustain a self pay program with the ability to process various types of payment methods. The vendor will be required to submit their most recent audit and be prepared to submit to Butler County Community Corrections Department an audit on an annual basis.

**B. Description of Worker's Qualifications/Experience to provide Service:**

The vendor will explain their qualification of each staff member or specific individuals to be assigned to the program, including background and experience. The vendor will provide an organizational chart and the titles of each individual present on the chart. The organizational chart should include the entire structure of the organization. If the organization is incorporated, this section should include the names and titles of each board member.

C. Description of a detailed program budget with fees listed and detailed for all applicable charges to perform the services listed above. These may include the following:

- Administrative costs
- Direct Service costs
- Support staff costs
- Start up costs
- Cost per offender per day/per test/per program (EM/Alcohol Monitoring/Drug Testing)
- Staff recruitment/development/training costs
- Professional consultant costs
- Occupancy costs
- Equipment costs
- Supplies
- Transportation
- Travel

D. Description of experience with similar projects undertaken.

E. A list of client references, including the last three jobs of a similar nature.

F. Any other information that you believe would be of interest and/or helpful to the County.

### **Evaluation of Proposals**

Submitted proposals timely received will be evaluated to determine whether additional information or meeting with any interested vendor is required. The County reserves the right to conduct pre-award negotiations and to request oral presentations from certain vendors without undertaking such responsibilities with respect to other vendors. The County will select the vendor which is determined to be the best qualified for the project and the most advantageous to the County. Proposals will be rated according to the following criteria:

• Adherence to Format	10 points
• Qualifications of Workers	25 points
• Qualifications/Experience of Contractor	25 points
• Cost	40 points

The County reserves the right to reject any and all proposals or any parts thereof, and to award or not award this contract in the best interest of the County.

Any questions regarding this Request for Proposal may be directed to Douglas Ritson, Director of Community Corrections at (724) 284-5387.