

GENERAL INFORMATION AND REQUIREMENTS

Millard County is requesting sealed proposals from qualified individuals or agencies to provide Substance Use Prevention Treatment (SUPT) Program service for Utah State inmates housed in the Millard County Jail located at 765 South Highway 99, Fillmore, Utah 84631. A qualified applicant will be selected by the Millard County Commission upon recommendation of the Millard County Sheriff. One original and two copies of the sealed proposal must be delivered or emailed as follows:

Millard County Auditor's Office 50 South Main Street

Fillmore, Utah 84631 millardbids@co.Millard.ut.us

Proposals must be received no later than February 28, 2025. Proposals received after the deadline will be returned unopened. Proposals must be sealed and be plainly marked on the front of the envelope as follows: **"Substance Use Prevention Treatment Proposal"**.

Millard County shall not be liable for any costs incurred in preparing or submitting proposals. Millard County reserves the right to reject any and all proposals and to select the proposal considered most advantageous to Millard County.

SCOPE OF RFP

Millard County is requesting proposals from individuals or agencies who are qualified to coordinate and teach substance abuse programming in the State of Utah. This position will provide a curriculum to teach male state inmates housed at the Millard County Jail. The average daily population for this program is 18 state inmates.

The successful vendor (hereafter the "provider") will provide an on-site substance abuse prevention and treatment curriculum for state inmates in the Millard County Jail. It is anticipated that the provider will spend an average of two to four hours per visit on site for scheduled class time with inmates, with an average of 4-8 classes per month. The provider will be expected to keep and maintain records as required by law. The Millard County Sheriff's Office shall be the owner and custodian of all such records.

The provider will be required to implement and follow procedures, practices, and protocols that are consistent with Millard County Jail policy, including background checks.

PROPOSAL REQUIREMENTS

Minimum submission requirements include:

- Provider information - Name, address, telephone number, fax number, e-mail, and primary contact
- Qualifications - A narrative statement specifying why you believe you are qualified to undertake this position. Include resume or curriculum vitae.
- Scope of Services - Examples of specific knowledge and expertise related to this type of position.
- Education LCSW/MSW; Utah Certified Substance Use Disorder Counselor
- Lawsuits and claims - Full disclosure of all lawsuits and claims finalizing with an award against you in the past twenty-four (24) calendar months

SITE VISIT

Site visits may be scheduled by contacting Lindsay Mitchell, Millard County Sheriff's Office Manager@: 435-743-5302. Site visits must be scheduled at least 72 hours in advance.

INSURANCE AND INDEMNITY REQUIREMENTS

Provider shall furnish Millard County with a Certificate of Insurance indicating proof of the following coverages from companies licensed in the State of Utah or otherwise authorized to write coverage in the State of Utah:

- A. Commercial General Liability with a minimum of \$1,000,000 per occurrence/\$2,000,000 aggregate combined Single Limit for Bodily Injury. Such insurance shall include ninety (90) day notice to the County prior to cancellation or material policy changes.
- B. The provider shall be required to hold harmless, defend and indemnify Millard County and its officers and employees from all claims of bodily injury, including death and property damage, arising from or alleged to be caused by the provider's acts or omissions related to the performance of the provider.

Selection Criteria

Proposals submitted will be evaluated based on criteria including, but not limited to the following: General qualifications, experience, and adequacy of proposal

Interviews may be held with individual respondents who meet the qualification and experience criteria in order to clarify any specifications of the position.

Wages/compensation will be determined by the Sheriff and County Commission. Millard County reserves the right to negotiate specifications, terms, and conditions with the contracted provider.

Applicants should possess expertise in evidence-based prevention strategies and effective communication, also in organizing and executing large focus groups. Applicants should have experience in providing prevention services tailored to meet the unique needs of the target populations. This includes building resiliency skills, and utilizing natural supports, such as family, school, and the community, to minimize dependency and the use of alcohol and controlled substances.