

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

The closing date and time is March 31, 2025, at 5:00 p.m. All proposals must be received no later than March 31, 2025 at 5:00 p.m., and shall be either mailed or emailed. Proposals received after the deadline will not be considered. Sealed proposals will be formally received and opened at the meeting of the Millard County Commission which will be held on April 1, 2025 at 10:00 a.m. Proposals must be sealed and be plainly marked on the front of the envelope (or in the subject line of the email, if emailed) as follows: "**SEALED PROPOSAL (Substance Use Prevention Treatment)**".

Millard County shall not be liable for any costs incurred in preparing or submitting proposals. Millard County reserves the right to cancel the request for sealed proposals. Millard County also serves 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 operate two classes of nine inmates providing a total of 9 hours of group therapy each. Individual therapy will be required every other week for 60 minutes. Additionally, the therapist would need to have time to document sessions and complete treatment plans in the state operated offender management system.

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 and Cost 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 VISITS

Site visits may be scheduled by contacting Lindsay Mitchell, Millard County Sheriff's Office Manager at 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. 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.

QUESTIONS / CONTACT

All questions must be submitted electronically to Lindsay Mitchell at lmitchell@co.millard.ut.us. Anyone who attempts to/contact any employee or representative of the County, other than the individual designated in this document, during the RFP process will be disqualified. Pursuant to Section XIII(c) of the Millard County Procurement Code: “No Millard County officer or employee shall give to any person or entity who responds to a request for sealed proposals or who inquiries about a request for sealed proposals any information that would give that person or entity an unfair advantage in the proposal process.”