



**STATE OF MARYLAND JUDICIARY**  
**Administrative Office of the Courts**  
**REQUEST FOR PROPOSALS (RFP)**  
**Project Name: Trauma Specialist**  
**Project # 8648**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

The Administrative Office of the Courts (AOC) is issuing this Request for Proposals (RFP) to select a contractor who will provide treatment for mental health disorders and/or trauma related disorders for clients within the Baltimore City District Court.

**1. Scope of Work**

**Key Term of Agreement:**

- Provide qualifications of LCSW-C with experience in Trauma Treatment.
- Available part-time, 1-2 hours per week during contract period.
- Identify 1-3 Baltimore City Mental Health Court/Drug Court participants that would benefit from specialized trauma therapy due to issues resulting from mental health disorders, trauma related disorders, and associated addiction and/or abuse; meet for individual treatment on a regular basis as determined in consultation with the court; and provide written reports to the Baltimore City Mental Health Court/Drug Court team through email and team meetings when appropriate.

**Description of Services:**

- Work with adult defendants enrolled in Baltimore City Mental Health Court or Drug Court who are diagnosed with serious and persistent mental health disorders, trauma related disorders, and associated addiction and/or abuse, and who are charged with a misdemeanor or felony within the jurisdiction of Baltimore City District Court.
- Expected to meet with defendants for individual therapy focused on symptoms associated with trauma; regular sessions shall be 30-50 minutes, with the opportunity for group sessions.
- Identify treatment range: Intensive, 1-2 times per week, to less intensive, weekly/bi-weekly/monthly (office location available at Hargrove Courthouse and Eastside Courthouse during regular working hours, Monday through Friday, 8 a.m. to 4:30 p.m.).

- Collaborate with defendant's existing treatment team: psychiatrist, substance abuse counselor, day program, etc.
- Provide written reports to the Baltimore City Mental Health Court/Drug Court team as to defendant's attendance and engagement in the sessions/groups.
- Attend meetings with the Baltimore City Mental Health Court/Drug Court team when appropriate.
- Provide Baltimore City Mental Health Court/Drug Court teams with weekly availability schedule.
- Maintain fiscal records to include timesheets, clinical file hours (sessions/groups), and administrative hours (meetings, correspondence with Court and program monitors, and reports).

## **2. Contract Type & Duration**

Contract shall be for the period beginning **August 1, 2018 through June 30, 2019**. After an annual performance review, the Administrative Office of the Courts (AOC), at its sole option, and contingent upon availability of grant funding, shall have the unilateral right to extend the contract for up to and including three additional successive one-year terms.

The Contract that results from this SOW shall be an Annual Fixed Price and Time and Materials Contract.

## **3. Procurement Officer**

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

**Robin Smith**, Procurement Officer  
Maryland Judiciary  
Procurement and Contract Management  
Telephone: 410-260-1421  
Email: robin.smith@mdcourts.gov

- 4. Part I** – Technical proposal must include a written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services, and

**Part II** – Price proposals must include the fully loaded fixed price for the services proposed using Attachment A (Price Proposal Form).

## **5. Proposal Closing Date**

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 3, no later than **no later than 2:00pm (EST) on July 2, 2018** in order to be considered.

## **6. Award Determination**

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price

## Attachment A - Price Proposal Form

Contractor's price proposal must be complete and include all charges. AOC will not pay for any charges not listed in their quote.

<b>Trauma Specialist Price</b>	<b>Base Year 8/1/18- 6/30/19</b>	<b>Renewal Option 1 7/1/19- 6/30/20</b>	<b>Renewal Option 2 7/1/20- 6/30/21</b>	<b>Renewal Option 3 7/1/21- 6/30/22</b>
Hourly rate \$				
Total Price \$				