



STATE OF MARYLAND JUDICIARY
Administrative Office of the Courts
REQUEST FOR PROPOSALS (RFP)
Project Name: Transitional Housing
Project # 6221

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.

Purpose

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to select a contractor to temporarily house Adult Drug Court participants in Baltimore City District Court who are homeless or have unstable housing.

1. Scope of Work

a. Contractor Requirements

- Sober living/Transitional housing provider
- Located in Baltimore city
- Not to exceed \$40 per day for 60 day period per Drug Court participant
- Pilot project to serve approximately 3-5 Drug Court participants
- Placed into Transitional Housing during the time period May 1, 2017 to June 30, 2017

b. Contractor Responsibilities

- Provide room, utilities and safe structured living environment.
- Accept Adult Drug Court participants who are referred to transitional housing by Drug Court coordinator/case manager.
- Provide suitable housing plus obtaining recovery from substance use disorders monitored by the housing staff on site.
- Report to Drug Court Coordinator/Case Manager via email or phone, whether the Drug Court client is complying with the requirements of the housing program and any conditions imposed by the court.
- A representative of the housing program must report to the Drug Court Coordinator/Case Manager every two weeks.
- Work with Drug Court participants to find permanent housing.
- A housing program representative (house monitor/counselor) must be on site 24/7.

The program should under no circumstances discharge the client before contacting and submitting a written report to the Drug Court Coordinator/Case Manager and the client's parole and probation agent.

2. Contract Type

The resulting contract shall be for Fixed Price.

3. Contract Term

The term of the Contract that results from this RFP is two (2) months beginning May 1, 2017 to June 30, 2017.

4. 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, Contract and Grant Administration
Telephone: 410-260-1421
Email: robin.smith@mdcourts.gov

5. Form of Response

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

6. Proposal Closing Date

All proposal must be received via email to the Procurement Office at the email address listed in Section Number 5, no later than **no later than 2:00 pm (local time) on April 26, 2017** in order to be considered.

7. Award Determination

This 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
- Capabilities
- 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.

FOR SERVICES AS REQUIRED AND PROPOSED,

PER DAY FOR 60 DAYS \$ _____

Submitted by _____

Authorized Signature

Date

Print Name and Title _____

Company Name _____

Company Address _____

Telephone _____

Federal Tax Identification # _____