Ottawa County

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REQUEST FOR PROPOSAL 20-01 MUSIC THERAPY INSTRUCTION

The County of Ottawa, on behalf of the 20th Circuit Court, Family Division, Juvenile Court, is soliciting proposals from musicians and music therapists with experience in and the ability to teach music appreciation and listening exercises; provide individual and group lessons; and implement enhanced therapeutic services through music, to court-involved adolescents and/or young adults.

The program will be a pilot for an initial 3-month term from November 1, 2019 to January 31, 2020 (estimated) with an option to renew for the remaining fiscal year of 2020 (through September 30, 2020).

Proposals are to be submitted no later than 2:00 P.M. (ET) on Friday, October 18, 2019. Proposals received after this time will not be considered. All requests for additional information or questions should be directed to Amy Bodbyl-Mast at purchasing.rfp@miottawa.org.

The County of Ottawa officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN), website http://www.bidnetdirect.com/mitn and through the Purchasing page of the County's website http://www.miottawa.org/Departments/FiscalServices/bids.htm. Solicitation documents obtained from any other sources are not considered official copies.

Ottawa County reserves the right to award the contract to the most responsive and responsible bidder. Ottawa County further reserves the right to consider matters such as, but not limited to, qualifications, experience, methodology, schedule and availability, and current workloads in determining the most advantageous proposal.

The County reserves the right to select and subsequently recommend for award the proposed services which best meets its required needs, quality levels and budget limitations. All proposers are notified that the County reserves the right to delete or modify any task from the Scope of Work at any time during the course of the bid process and reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any asks this project will encompass and /or any modifications deemed necessary.

INFORMATION SUMMARY

RFP Release Date:	Wednesday, October 2, 2019
Receipt of Questions:	Wednesday, October 9 2019
Addendum Issue Date:	Friday, October 11, 2019
RFP Deadline Date:	Friday, October 18, 2019 by 2:00 P.M. (ET)
Intent to Award (Estimated):	November 1, 2019
Initial Term (Estimated):	November 1, 2019 – January 31, 2020

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CONTRACTOR PROPOSAL CHECKLIST

Failure to submit the following items may result in the proposal being declared non-responsive. Proposal documents should be submitted in the following order:

- ☐ ATTACHMENT A – COVER SHEET FOR PROPOSAL
- ☐ ATTACHMENT B – PROPOSAL RESPONSE
- ☐ ATTACHMENT C – CONTRACTOR REFERENCE INFORMATION
- ☐ ATTACHMENT D – INDEMNITY/INSURANCE – CERTIFICATION STATEMENT
- ☐ ATTACHMENT E – DEBARMENT AND SUSPENSION – CERTIFICATION STATEMENT
- ☐ ATTACHMENT F – CERTIFICATION OF NON-COLLUSION

1. PROPOSAL SUBMISSION

Proposals must be received by 2:00 P.M. (ET) on Friday, October 18, 2019**.** Proposals received after this time will not be considered. Proposals will be accepted by e-mail submission and must contain completed, signed copies of each of the following:

- ☐ ATTACHMENT A – COVER SHEET FOR PROPOSAL
- ☐ ATTACHMENT B – PROPOSAL RESPONSE
- ☐ ATTACHMENT C – CONTRACTOR REFERENCE INFORMATION
- ☐ ATTACHMENT D – INDEMNITY/INSURANCE – CERTIFICATION STATEMENT
- ☐ ATTACHMENT E – DEBARMENT AND SUSPENSION – CERTIFICATION STATEMENT
- ☐ ATTACHMENT F – CERTIFICATION OF NON-COLLUSION

E-mail Proposal Submission: Respondents must submit an electronic response (preferably single-file PDF format) by e-mail to: purchasing.rfp@miottawa.org with the subject line of: "RFP 20-01 MUSIC THERAPY INSTRUCTION."

The County can receive e-mail attachments up to 30 MB. Proposal documents larger than 25 MB should be sent in multiple e-mails with the subject line of: "RFP 20-01 MUSIC THERAPY INSTRUCTION – 1 of 2."

Supporting Documentation – All supporting documentation must be pertinent and clearly identified as to the section of the RFP to which it specifically refers.

Additional Services – A description of any additional services related to the work of this contract, if any, which the Proposer will offer to the County that relate to the work of this contract, but are not specifically required under this RFP[Insert]. At the discretion of the Evaluation Committee, any additional services proposed may be a factor of consideration when determining a vendor.

2. QUESTIONS

Bidders may submit questions and requests for clarification regarding this RFP until Wednesday, October 9, 2019. Vendors are encouraged to initiate preparation of proposals immediately upon receipt of this RFP so that all relevant questions and information needs can be identified and answered in a manner that provides adequate time to prepare a comprehensive and complete response.

Responses to all questions and inquiries received by the County will be issued Friday, October 11, 2019 in the form of an Addendum and posted on the MITN and on the County's website. It shall be the Bidders responsibility to ensure they have received all addenda before submitting a proposal. All requests for additional information or questions should be directed to Amy Bodbyl-Mast, Purchasing Manager, Ottawa County Fiscal Services Department, purchasing.rfp@miottawa.org.

3. BACKGROUND INFORMATION

In FY 2019, the 20th Circuit Court approved developing a music program as part of our community-based and juvenile detention continuum of services. The project represents an opportunity for the 20th Circuit Court, Family Division, Juvenile Court to utilize evidenced-based music therapy with youth under court jurisdiction and/or within Court programming. Music therapy helps improve the lives of court-involved youth by reducing symptoms of anxiety, teaching participants to use music as a medium for socialization, and training youth to develop grounding techniques or coping skills to self-regulate their emotions.

The initial contract, November 1 to January 31 (estimated), will be a pilot period with an option to renew for the remainder of FY2020. During the pilot period, the Court will monitor the participation levels of youth; measure the therapeutic benefits of the program; and evaluate the engagement and development of the music program facilitator working with court-involved youth, in the Juvenile Detention Center and the Court's community-based setting.

4. CONTRACTOR QUALIFICATIONS

Qualifications of service providers include:

A. Professional musician and/or music therapist with experience in, and ability to teach music appreciation and listening exercises; provide individual and group lessons; and implement enhanced therapeutic services through music, to court-involved adolescents and/or young adults.
B. Comprehensive knowledge of, and experience with, music therapy.
C. Ability to create a music program and teach court-involved youth from this curriculum, while retaining interest and building skills.
D. Experience with children with histories of trauma and/or delinquent youth.
E. Professional experience working within the government, courts, or non-profit environment.
F. Established professional music network within the local community.
G. Ability to work afternoon and evening schedule in the Ottawa County Juvenile Detention Center (West Olive) and community-based services (Holland), along with special projects, as needed.
H. Hours per week – Approx. 8-10.

5. SCOPE OF WORK AND DELIVERABLES

This Scope of Work reflects the services provided by the service provider based on:

Program Design and Implementation

Program Design

- Develop and draft a music curriculum that meets the clinical and therapeutic needs of court-involved youth;
- Implement the curriculum through programming that incorporates anxiety reduction skills known to lessen the stress and anxiety a youth may experience, especially as a result of actions/circumstances leading to court and/or detention involvement;
- Incorporate character development skills known to impact positive behavior, decision-making abilities, problem-solving methods, and personal responsibility.

Deliverables:

1) Design and implementation of a comprehensive music therapy program.

Implementation

- Implement the music program through the instruction of students in the target population groups, e.g., female-specific program participants (Lighthouse), Juvenile Justice Institute (court operated educational program) students, parent engagement groups, and general probationers; the program will begin November, 2019 or as otherwise directed, per Juvenile Court administration.
- Modify and refine the music program throughout the contractual timeframe, as appropriate;
- Provide oversight of music program classes and report any/all behavior incidents immediately to the appropriate site manager. In the absence of a manager, contact any Court administrative staff member for assistance;
- Identify program goals and measure outcomes for youth participating in the groups.

Deliverables:

1) Evidence-based music curriculum, meeting industry standards for therapy.
2) Students enrolled in the classes and attending in detention and community.
3) Musical instrument instruction to students showing an interest in learning.
4) Measured outcomes report completed at the end of the contract timeframe reflecting, 1) successful strategies and events; 2) lessons learned; and 3) areas for improvement.

6. CONTRACT TERMS, PERIOD, PROCEDURES AND USE

It is the County and the Court's intention to enter into a contract with the awarded contractor for an initial contract term (pilot period) from November, 2019 through January 31, 2020 for 8-10 hours per week with an option to renew through the County's Fiscal Year 2020 - September 30, 2020, if in the best interest of both parties. The Court to be invoiced in three (3) equal monthly amounts of $2,000 not to exceed $6,000 for the duration of the pilot period of the contract. The total compensation, if contract is renewed, will not exceed $19,000 for remainder of FY2020.

There is no guaranteed use of the contract for the award period. Any contract or agreement entered into may be cancelled in whole or in part by either party for any reason upon giving the other party thirty (30) days' prior written notice.

All proposers are notified that the County reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and /or any modifications deemed necessary. Any changes in pricing or payment terms proposed by the contractor resulting from the requested changes are subject to acceptance by the Court and County. Any change to the contract must be approved in writing by the Court and County.

7. PROPOSAL SELECTION AND AWARD PROCESS

An evaluation committee(s) will be established by the County to review the proposals and to make a recommendation for contract award. Proposals will be scored using the criteria outlined below. **A proposer may not contact any member of an evaluation committee except at the RFP Administrator's direction.**

Proposals will be evaluated based on the following criteria (of equal weight and in no particular order):

- Contractor Experience and Qualifications
- Comparable Projects
- Responsiveness to RFP Objectives
- Client References

The County reserves the right to interview any number of qualifying vendors as part of the evaluation and selection process. The County reserves the right to award a contract without an interview and. to select, and subsequently recommend for award, the proposed services which best meets its required needs, quality levels and budget constraints.

8. INCURRED EXPENSES/CONFIDENTIALITY

The County is not responsible for any cost or expense incurred by the proposers by preparing and submitting a proposal or any costs associated with meetings and evaluations of proposals prior to execution of an agreement. All proposals, (including attachments, supporting documentation, supplementary materials, addenda, and other) shall become the property of the County and will not be returned to the proposer.

9. RESERVATION OF RIGHTS

The County reserves the right to reject any and all proposals, to award the agreement to other than the low proposal, to award separate agreements for separate parts of the services required, to negotiate the terms and conditions of all and any part of the proposals, to waive irregularities and/or formalities, and in general to make an award in the manner as determined to be in the County's best interest. The County may, at its discretion, cancel any proposal or request for proposal or other solicitation and/or reject all proposals in whole or in part.