

**REQUEST FOR PROPOSALS FOR
ROCKINGHAM COUNTY DEPARTMENT OF CORRECTIONS**

You are hereby invited to submit proposals for "**Task Force Sexual Offender Services**", as specified in the attachments of this Request for Proposal.

The information necessary to complete the proposal is listed below and in the attachment of this invitation.

Questions on the technical specifications of the Request for Proposal should be directed to Katherine Arsenault, Department of Corrections at (603) 679-9451. Questions on bidding procedures can be directed to the Commissioners Office at (603) 679-9350.

Proposal Instructions: Four (4) copies of the proposal should be submitted in a **sealed envelope** marked "**Task Force Sexual Offender Services – Rockingham County Department of Corrections**" to:

Rockingham County Commissioners
119 North Road
Brentwood, NH 03833

Proposals must be submitted to the above address **no later than 3:00 p.m. on Friday August 30, 2019** to be eligible for consideration.

If proposals are being sent via FedEx, UPS, or other mail carrier, please ensure that the mailing envelope/package is clearly marked "**Task Force Sexual Offender Services – Rockingham County Department of Corrections**". Envelopes/packages not marked with the name of the proposal may be misidentified and will be rejected. Other forms of submission (fax or email) will be rejected. Proposals received after the deadline will be rejected.

Proposal Openings: Proposals will be opened publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners in the Commissioners Conference Room of the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH, on **Wednesday, September 4, 2019 at 8:30am**. Proposals will be taken under advisement at that time and will be awarded as soon as a complete review and comparison of the proposals received has been made by the Board of Commissioners.

Proposal Award: The proposal(s) will be formally awarded and announced publicly at a regular scheduled meeting of the Board of Rockingham County Commissioners held in the Commissioners' Conference Room located in the Rockingham County Rehabilitation and Nursing Center, 117 North Road, Brentwood, NH. Formal notification of proposal award to all proposers will occur immediately thereafter. Information on the award will also be available on the RFP/Bidding section of the County's website at: <http://co.rockingham.nh.us>.

RFP Prices: RFP prices are to remain in effect for a period of (60) days from opening date of the proposal and are to remain firm once proposal is awarded to the successful proposer(s).

Performance Clause: In the event that the successful awarded proposer/Rockingham County should default in the observance of the stipulations set forth in this Request for Proposal and any attachments thereto and such default is not corrected within 30 days of written notice from either party, the successful awarded proposer/ Rockingham County shall have the option of canceling the proposal.

Contractual Obligations: In the event that contracts for the supply of materials, equipment, or services are required under the bid, the Board of Rockingham County Commissioners reserves the right to review said contracts and amend to comply with county legal requirements prior to signing by the appointed representative of the Board of Rockingham County Commissioners. All contracts entered into by Rockingham County are required to contain Non-Appropriation and Indemnification clauses. Sample language is provided below.

Non-Appropriation

Rockingham County is obligated to pay only such contract amounts that can lawfully be made from funds budgeted and appropriated for that purpose during Rockingham County's then current fiscal year, subject to annual approval by the Rockingham County Delegation. Should Rockingham County fail to budget, appropriate, or otherwise make available funds to make payments under this contract, such contract shall be deemed terminated at the end of the then current term. Rockingham County agrees to deliver prompt notification after any decision to non-appropriation is made, but failure to give such notice will not extend the term beyond such Original or Renewal Term.

Indemnification

To the fullest extent permitted by law, (ORGANIZATION) shall protect, indemnify, save, defend and hold harmless Rockingham County, including its officials, agents, volunteers and employees, ("Indemnified Parties"), from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs, interest and expenses, including but not limited to reasonable attorney and paralegal fees, which Indemnified Parties may become obligated or suffer by reason of any accident, bodily injury, personal injury, death of person, or loss of or damage to property, arising indirectly or directly under, out of, in connection with, or as a result of this Contract or the activities of (ORGANIZATION) or its agents, employees, contractors or subcontractors, and even if caused in whole or in part by any negligent or intentional act or omission of Indemnified Parties.

In addition, and regardless of respective fault, (ORGANIZATION) shall defend, indemnify and hold harmless the Indemnified Parties for any costs, expenses and liabilities arising out of a claim, charge or determination that (ORGANIZATION) officers, employees, contractors, subcontractors or agents are employees of the Indemnified Parties, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

(ORGANIZATION'S) obligations to defend, indemnify and hold harmless the Indemnified Parties hereunder shall survive the term of this Contract.

Rockingham County shall not be required to defend or indemnify (ORGANIZATION) or its agents, employees, contractors or subcontractors or any professional service provider.

Insurance Requirements

The provider shall maintain at all times during the life of this contract the following insurance coverage. The provider must also require its subcontractors to maintain such coverage. Any request for modification

of the coverage requirements must be submitted in writing with the proposal, and will be evaluated accordingly.

Workers Compensation Insurance: The provider shall carry workers compensation insurance as required by the State of New Hampshire.

Comprehensive General Liability Insurance: The provider shall maintain comprehensive general liability insurance policy, which includes coverage for contractual liability, in an amount of no less than \$1,000,000 per occurrence.

Motor Vehicle Insurance: The provider shall carry motor vehicle insurance to include bodily injury, property damage, and uninsured motorist, coverage in an amount of no less than \$1,000,000 combined single limit per accident.

Provider shall provide an insurance certificate confirming the above insurance coverage. The insurance certificate and the underlying insurance coverage shall be issued by a carrier authorized to do business in the State of New Hampshire and having A.M. Best Company rating of "A" or better.

The provider shall have professional insurance/errors and omissions insurance with limits of not less than \$1,000,000 each occurrence.

The provider shall file certificates with Rockingham County showing that the above insurance has been purchased.

A 30-day notice is required for cancellation and /or material change of coverage, sent directly to the Rockingham County Commissioners Office at 119 North Road, Brentwood, N.H. 03833.

NOTE:

The Board of Rockingham County Commissioners reserves the right to accept or reject any and all proposals or parts thereof, to accept the proposal which they deem to be in the best interest of Rockingham County and to waive any bid formality.

Sincerely,


Stephen Church, Superintendent

Enclosed: Attachment

ATTACHMENT A

General Requirement for Proposing and Instructions to bidders

INTRODUCTION AND BACKGROUND

Rockingham County is a 355 bed maximum security county corrections facility housing both sentenced and pre-trial prisoners.

TERMS OF THIS RFP:

This will be a two (2) year **contract position** beginning, **October 1, 2019 – August 31, 2021.**

The mission of the Sex Offender Accountability Program (S.O.A.P.) is to decrease the short and long term damaging effects of sexual offenses on victims and their families. The goal is to tighten surveillance on the offender by intervening at the earliest post-conviction stage possible-while the offender is incarcerated-while simultaneously enhancing community safety by giving motivated offenders, their families, and the families of victims the tools to prevent re-offense.

This program is designed to confront offender's denial, to introduce the treatment concepts of relapse prevention, to prepare the offender for the limitations on their behavior that they, as convicted sex offenders, must accept, and to prepare the offender and significant others for discharge. The program will accomplish these goals by focusing on the following objectives:

- 1) To provide the Rockingham County Department of Corrections (RCDC), community based sex offender treatment providers, and other agencies with a Program Participation Summary (to include a Discharge Plan).
- 2) To establish a cost effective, time-efficient in-house program that requires the offender to recognize the severity and scope of his offense, identify his sex offending cycle, and learn basic relapse prevention techniques that he will refine during community based treatment.
- 3) To provide the offender, the RCDC, and future community based treatment providers with a comprehensive discharge plan that outlines the offender's knowledge of what he must do to manage his re-entry into the community. This plan will contain the following elements:
 - A written safety plan that the offender has designed.
 - A Forty-eight (48) Hour Activity Plan that outlines the offender's plans for the first forty-eight (48) hours after his release.
 - A letter to the offender's victim witness advocate, explaining release date, his plans for release, and his commitment to have no contact with his victim.
 - A document outlining the offender's one (1) month, six (6) month, and one (1) year goals for employment, relationships, and non-offending life style, as well as a written plan on how he will achieve these goals.
 - To establish the linkage to an Information and Support Series Program designed to prepare friends and relatives of the offender for his release. This program educates participants about the offending cycle, the characteristics of offenders, the grooming process, victim trauma and the responsibilities of becoming an approved chaperone training program.

These services are generally provided for an average of twenty-four (24) sessions, depending on the size of the population, the motivation of the offender and the time-efficient manner in which all outside agencies can be mobilized.

The following is an outline of the psycho-educational program. It is based on a twenty-four (24) week model and is in preparation for community-based treatment.

- Step One: Referral is made to the contract provider by Rockingham County Department of Corrections (RCDC) and the other referral sources.
- Step Two: The contract provider collects collateral data from law enforcement agencies, and makes appropriate data collection phone calls.
- Step Three: Evaluation – Offender meets with contract provider to accomplish the following:
- 1) Obtain signatures from offender on all program documents.
 - 2) Introduce offender to the purpose, rules and goals of the program.
 - 3) Confront discrepancies between the victim's and offender's versions of the offense.
 - 4) Complete psychological testing.
 - 5) Obtain a social history.
 - 6) Obtain a sexual and non-sexual offending behavior history.
 - 7) Obtain a drug and alcohol abuse history.
 - 8) Obtain a weapons history.
 - 9) Obtain name and identifying information of potential chaperone.*
- Step Four: Offender meets with contract provider to identify his cycle of offending behavior, and high risk activities. 1:1
- Step Five: Offender meets with contract provider to receive introductory training in the concepts of relapse prevention. 1:1
- Step Six: Offender works to design a safety plan and a forty-eight (48) hour plan of activities after release. (Could be done in group if number of inmates allow.)
- Step Seven: Offender is given information about chaperone training program. He will also be required to write a letter to the victim witness advocate. (Could be done in group if number of inmates allow.)
- Step Eight: Offender will work on goals setting. (Could be done in group if number of inmates allow.)

NOTE: ALL requirements must be completed before contract provider/psychotherapist will declare inmate has completed program.

*Identified chaperone must be interviewed by community treatment agency staff that provides chaperone training- to assess appropriateness of this named individual becoming a chaperone.

VENDORS:

Edge Counseling
814 Elm St.
Manchester, NH 03101
Derek Edge
Edge.derek@yahoo.com
603-269-0077