



# INTEROFFICE MEMORANDUM

DS  
FSW

**TO:** Felicia Strong-Whitaker, Director  
Department of Purchasing & Contract Compliance

**FROM:** Evaluation Committee Recommendation Letter

**DATE:** February 1, 2023

**PROJECT:** 22RFP048A-CJC, Specific Evidence-Based Delinquency Prevention Programming

In accordance with the Purchasing Code, a duly appointed Evaluation Committee has reviewed the proposals submitted in response to the above-reference project on behalf of Juvenile Court.

One (1) qualified firm submitted a proposal for evaluation and consideration for award of this project:

1. Evidence-Based Associates

After review, evaluation and consideration of all available information related to the requirements and evaluation criteria of the RFP, the Evaluation Committee has determined that the proposal submitted by Evidence-Based Associates with a total score of 93.88%, is the recommended vendor for the award of 22RFP048A-CJC, Specific Evidence-Based Delinquency Prevention Programming.

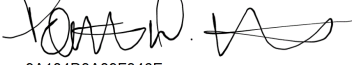
## Evaluation Committee Recommendation Letter

February 1, 2023


Page | 2

The Evaluation Committee members attest that each member scored each proposal independently in accordance with the evaluation criteria set forth in the Request for Proposal and that their individual score is a part of the final scores in the attached Evaluation Matrix.

### **SELECTION COMMITTEE MEMBERS:**

DocuSigned by:  
  
9A184D3A89F346E

Tomiko William, Director of Administration and Court Support Services  
Juvenile Court

DocuSigned by:  
  
F183CD0086664D9...

Lydia Popoola, Court Program Administrator  
Juvenile Court

DocuSigned by:  
  
95007E821C53446

Xavier McClorn, BSW, Juvenile Justice Incentive Grant Coordinator  
Juvenile Court

Evaluation Committee Recommendation Letter  
February 1, 2023  
Page | 3

EVALUATION CRITERIA	WEIGHT	Evidence-Based Associates
Approach to Work	30.0%	28.13%
Qualifications of Key Personnel	20.0%	20.0%
Relevant Project Experience/Past Performance	15.0%	15.0%
Availability of Key Personnel	18.0%	15.75%
Service Disabled Veterans Preference	2.0%	0.0%
Leverage (Other Non-County Funds or in-kind Donations)	15.0%	15.0%
TOTAL SCORE:	100.00%	0.00



## DEPARTMENT OF PURCHASING & CONTRACT COMPLIANCE

### REQUEST FOR PROPOSALS TABULATION SHEET

**Charlie Crockett, CAPA**

**Date: 9/8/2022**

**RFP # & Title: 22RFP026A-CJC, Specific Evidence Based Delinquency Prevention Program Total Number of Proposals Received: 1**

Respondent's Name		E-verify Number
1.	Evidence Based-Associates	340839
2.		
3.		
4.		
5.		
6.		
7.		

# Single Bid/Quote Analysis Form

**Date:** 01/23/2023

**Requesting Department:** Senior Services

**Solicitation Number:** 22RFP042A-CJC

**Title:** Comprehensive Nutrition Services

**Bid / Proposal Due Date:** August 29, 2022

**Brief Description:** Comprehensive Nutrition Services

**Number of Notifications:** 1

## RANDOM CANVASSING OF OTHER VENODRS:

(1) Lack competency   (2) Poor timing   (3) Lack resources   (4) Short response due date   (5) Other

<b>1. Vendor:</b>	Meals on Wheels
<b>Contact Person:</b>	Jason Tucker
<b>Phone Number:</b>	404-351-3889
<b>Reason for not responding:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> No Response
<b>Comments</b>	Vendor will submit in detail reason for not responding to RFP
<b>2. Vendor:</b>	<a href="#">Click here to enter text.</a>
<b>Contact Person:</b>	<a href="#">Click here to enter text.</a>
<b>Phone Number:</b>	<a href="#">Click here to enter text.</a>
<b>Reason for not responding:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> No Response
<b>Comments</b>	<a href="#">Click here to enter text.</a>
<b>3. Vendor:</b>	<a href="#">Click here to enter text.</a>
<b>Contact Person:</b>	<a href="#">Click here to enter text.</a>
<b>Phone Number:</b>	<a href="#">Click here to enter text.</a>
<b>Reason for not responding:</b>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> No Response
<b>Comments</b>	<a href="#">Click here to enter text.</a>

4. Vendor:	Click here to enter text.
Contact Person:	Click here to enter text.
Phone Number:	Click here to enter text.
Reason for not responding:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> No Response
Comments	Click here to enter text.
5. Vendor:	Click here to enter text.
Contact Person:	Click here to enter text.
Phone Number:	Click here to enter text.
Reason for not responding:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> No Response
Comments	Click here to enter text.

Additional vendors can be added if needed.

RECOMMENDATION AND SUGGESTIVE COURSE OF ACTION:

Click here to enter text.

☐ **Award Contract Basis:** Click here to enter text.

☐ **Re-solicit**

☐ **Other**

Click here to enter text.

Charlie Crockett

**Purchasing Representative**  
**(CAPA/APA/PO Completing Form)**

**Title**

**Date**

**Purchasing Director**

**Date**



## **II. COST PROPOSAL**

### **Section 1 - Introduction**

The cost for all services (FFT, MST, TF-CBT and ART) include the following in the case rate calculation:

**Staffing (79%):** costs for EBA's Project Management and Oversight staff; for Grace Harbour's clinical and support staff

**Model (11%):** Licensing cost for MST (team license, monthly consultation, fidelity collection, access to MSTI and booster training and travel), FFT (monthly consultation, access to CSS and booster training and travel), ART (training and fidelity monitoring), TF-CBT (quarterly support from University of Maryland and fidelity monitoring)

**Other than Personnel (5%):** Travel for EBA and Grace Harbour staff, enrichments, office supplies, telecommunications stipends and office equipment -computers and printers

**Administration (5%):** inclusive of insurance, accounting, rent utilities (for Grace Harbour), legal services, taxes and payroll/benefit services

**EXHIBIT-1****COST PROPOSAL**

<b>Evidence Based Service Model</b>	<b>Rate</b>	<b>Cost</b>
Trauma Focused Cognitive Behavioral Therapy (TF-CBT)	<del>\$7,268.13</del> case rate per child x 15 children	\$109,021.95
Functional Family Therapy (FFT)	<del>\$5,427</del> case rate per child x 30 children	\$162,810.00
Aggressive RT	<del>\$6,000</del> case rate per child x 10 children	\$60,000.00
Multi-Systemic Therapy (MST)	<del>\$11,305.20</del> case rate per child x 30 children	\$339,156.20

**All grant funded by CJCC Juvenile Justice Incentive Grant**





## **II. COST PROPOSAL**

### **Section 1 - Introduction**

The cost for all services (FFT, MST, TF-CBT and ART) include the following in the case rate calculation:

**Staffing (79%):** costs for EBA's Project Management and Oversight staff; for Grace Harbour's clinical and support staff

**Model (11%):** Licensing cost for MST (team license, monthly consultation, fidelity collection, access to MSTI and booster training and travel), FFT (monthly consultation, access to CSS and booster training and travel), ART (training and fidelity monitoring), TF-CBT (quarterly support from University of Maryland and fidelity monitoring)

**Other than Personnel (5%):** Travel for EBA and Grace Harbour staff, enrichments, office supplies, telecommunications stipends and office equipment -computers and printers

**Administration (5%):** inclusive of insurance, accounting, rent utilities (for Grace Harbour), legal services, taxes and payroll/benefit services

**EXHIBIT-1****COST PROPOSAL Revised 1.31.2023**

<b>Evidence Based Service Model</b>	<b>Rate</b>	<b>Cost</b>
Trauma Focused Cognitive Behavioral Therapy (TF-CBT)	<del>\$7,268.13</del> case rate per child x 3 children	\$21,804.39
Functional Family Therapy (FFT)	<del>\$5,427</del> case rate per child x 29 children	\$157,383.00
Aggressive RT	<del>\$6,000</del> case rate per child x 12 children	\$72,000.00
Multi-Systemic Therapy (MST)	<del>\$11,305.20</del> case rate per child x 13 children	\$146,967.60

**Total \$398,154.99****All grant funded by CJCC Juvenile Justice Incentive Grant**

22RFP048A-CJC, Specific Evidence-Based Delinquency Prevention Programming					
		Evidence Based Associates			
		\$398,154.99			
Cost Proposal Amount					
TECHNICAL EVALUATION CRITERIA					
Approach to Work	30.00%				
Evaluator 1		30.00%			
Evaluator 2		30.00%			
Evaluator 3		30.00%			
Evaluator 4		22.50%			
Evaluator 5					
Total		112.50%	0.00%	0.00%	0.00%
Average		28.13%	0.00%	0.00%	0.00%
Qualifications of Key Personnel	20.00%				
Evaluator 1		20.00%			
Evaluator 2		20.00%			
Evaluator 3		20.00%			
Evaluator 4		20.00%			
Evaluator 5					
Total		80.00%	0.00%	0.00%	0.00%
Average		20.00%	0.00%	0.00%	0.00%
Relevant Project Experience/Past Performance	15.00%				
Evaluator 1		15.00%			
Evaluator 2		15.00%			
Evaluator 3		15.00%			
Evaluator 4		15.00%			
Evaluator 5					
Total		60.00%	0.00%	0.00%	0.00%
Average		15.00%	0.00%	0.00%	0.00%
Availability of Key Personnel	18.00%				
Evaluator 1		13.50%			
Evaluator 2		18.00%			
Evaluator 3		18.00%			
Evaluator 4		13.50%			

Evaluator 5					
Total		63.00%	0.00%	0.00%	0.00%
Average		15.75%	0.00%	0.00%	0.00%
Technical Score					
Local Preference					
Service Disabled Veterans Preference	2.00%				
Leverage (Other Non-County Funds or In-Kind Donations)	15.00%	15.00%			
Overall Total	100.00%	93.88%	0.00%	0.00%	0.00%