



COUNTY OF LYCOMING

**Lycoming County Executive Plaza
330 Pine Street, Suite 404
Williamsport, PA 17701
Tel: (570) 327-6746
Fax: (570) 320-2111
Email: mtoon@lyco.org**

REQUEST FOR PROPOSALS (RFP) FOR A RE-ENTRY PROGRAM COORDINATOR

Respondents may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals. All respondents are required to contact the Lycoming County Chief Procurement Officer and place their company name on the respondents' list. This will ensure that each respondent receives any and all addenda that may apply to the current proposal package. Failure to receive all current information could result in your company submitting an inaccurate proposal, which may be disqualified by the County.

Issued on: December 28, 2015
Final Date for Written Questions: January 8, 2016
Due Date: January 15, 2016

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SECTION 1

NOTICE TO RESPONDENTS

Legal Ad
Sun Gazette
To Be Run: December 28th and December 31st

NOTICE TO RESPONDENTS

The County of Lycoming is requesting sealed proposals for a Re-Entry Program Coordinator. Proposals are due by **Friday, January 15, 2016**. Proposals will be opened on in the Commissioners' Meeting Room, Lycoming County Executive Plaza Building.

Proposals shall be mailed or delivered to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2nd Floor, Williamsport, PA 17701. Proposals must be enclosed in a sealed envelope and marked "**RFP for Re-Entry Program Coordinator**". All proposals shall remain firm price for 60 days after the date of proposal opening.

A Pre-Proposal Meeting will be held on Tuesday, January 5, 2015, at 10:00 a.m. in Lycoming County Fiscal Services, Lycoming County Executive Plaza Building, 330 Pine Street, 4th Floor, Williamsport, PA 17701. Attendance at the Pre-Proposal Meeting is not a prerequisite for submitting a proposal.

Questions regarding the Scope of Services to this Request for Proposal shall be directed to Jennifer McConnell, Director of Court Services, jmccConnell@lyco.org.

Questions regarding the Request for Proposal process and compliance shall be directed to Mya Toon, Chief Procurement Officer, at mtoon@lyco.org.

Respondents may download proposals by going to www.lyco.org and clicking on Top 10 Links, Request for Bids/Proposals.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

COUNTY OF LYCOMING

Tony R. Mussare

Ernest P. Larson

Jeff W. Rauff

Attest:

Matthew A. McDermott
Chief Clerk

SECTION 2

INSTRUCTIONS TO RESPONDENTS

INSTRUCTIONS TO RESPONDENTS

TO BE CONSIDERED, PROPOSALS MUST BE MADE IN ACCORDANCE WITH ALL APPLICABLE PROVISIONS OF THESE INSTRUCTIONS TO RESPONDENTS.

DEFINITIONS

- a) *Respondent:* A firm, individual, or corporation submitting a proposal in response to this RFP.
- b) *Addendum:* A change, addition, alteration, correction or revision to a proposal or contract document.
- c) *Contractor* The party in the contract responsible for performing the service defined in the contract.
- d) *Contract Documents:* Consist of the Agreement between the County and the Contractor, terms and conditions, schedule, Scope of Services, drawings, any and all addenda, errata, and bulletins issued prior to execution of the contract, other documents listed in the Agreement, and modifications issued after execution of the contract.
- e) *Contract:* Refers to the contract documents, which form the contract. The contract represents the entire and integrated Agreement between the parties hereto and supersedes prior negotiations, representatives, or Agreements, either written or oral, including the solicitation and proposal documents. The contract may be amended or modified only by a written modification.
- f) *Request for Proposal:* All documents, whether attached or incorporated by reference, used to solicit competitive sealed proposals.
- g) *Modification:* A written amendment to the contract signed by the County and Contractor, a supplement, a written interpretation issued by the County, a written order for a minor change in the Scope of Services of the contract. A modification may be made only after execution of the written contract.
- h) *Solicitation:* Refers to and includes the RFP, the Instructions to Respondents, the Schedule, the Terms and Conditions, other proposal documents and all attachments etc., issued with the RFP together with any and all addenda, errata, and bulletins applying thereto which may, as required, be issued prior to proposal opening.
- i) *Services:* The work identified in this RFP as to be performed by the respondent under the ensuing contract.
- k) *Work:* The required services and required goods.

RESPONDENTS' RECEIPT OF THE RFP PACKAGE

- a) The County's Purchasing Department and the Controller's Office are the sole authorities to provide the RFP package to interested companies or individuals. Respondents who are working from an RFP package obtained from any other source may be working from an incomplete set of documents. The County assumes no responsibility for a proposal's errors, omissions or misinterpretations resulting from a respondent's use of an incomplete RFP package.
- b) Respondents who have received the RFP package from a source other than the County's Purchasing Department, the Controller's Office, or who have downloaded the RFP package from the County's website, are advised to contact the Purchasing Department to provide their company's name, address, telephone number, fax number and contact name. This will ensure that the respondent will receive all communication regarding the RFP such as amendments and clarifications.

ISSUING OFFICE AND INQUIRIES

- a) This Request for Proposal (RFP) is issued by Lycoming County Purchasing Office on behalf of Lycoming County Commissioners. All inquiries, clarifications, or interpretations regarding this RFP should be directed in writing to:

Mya Toon
Lycoming County Chief Procurement Officer
48 West Third Street
Williamsport, PA 17701
(570) 327-6746
mtoon@lyco.org

- b) Responses to inquiries that affect the content of this RFP will be provided in writing to all recipients of the RFP. It is the responsibility of each respondent to inquire about any aspect of the RFP that is not fully understood or is believed to be susceptible to more than one interpretation. The County will accept only written inquiries regarding this RFP until Friday, January 8, 2016, in order for a reply to reach all respondents before the proposal closes. Any information given to a prospective respondent concerning an RFP will be furnished to all prospective respondents as an Addendum to the RFP if such information is necessary or if the lack of such information would be prejudicial to uninformed respondents.

IMPORTANT DATES

Issue Date: December 28, 2015
Pre-Proposal Meeting: January 5, 2016 at 10:00 a.m.
Final Date for Written Questions: January 8, 2016
Deadline for Submitting Proposals: January 15, 2016
Opening of Proposals: January 19, 2016
Anticipated Contract Award (tentative): February 1, 2016

PREPARATION OF PROPOSALS

The County is not liable for any costs incurred by respondents prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the respondent in responding to this RFP are entirely the responsibility of the respondent, and shall not be reimbursed in any manner by the County.

SUBMISSION AND RECEIPT OF PROPOSALS

- a) Respondents shall send a clearly marked original and two (2) copies of the proposal. Proposals must be enclosed in a sealed, opaque envelope or other container. The outside of the envelope shall be clearly marked, "RFP for a Re-Entry Program Coordinator."
- b) Proposals must be received by Lycoming County no later than Friday, January 15, 2016, 5:00 P.M. EST. Late proposals shall not be accepted. The County shall not be responsible for late receipt of proposals. Proposals must be mailed or delivered to the County. Emailed and faxed proposals are not acceptable and will not be considered. Proposals must be mailed or delivered to:

Lycoming County Controller's Office
Lycoming County Executive Plaza Building
330 Pine Street, 2nd Floor
Williamsport, PA 17701

- c) Respondents shall furnish and submit all proposals in accordance with the instructions contained in this RFP package.
- d) If the respondent submits proposal documents with informalities, errors, or omissions the respondent in the County's sole discretion may be given 72 hours from the time of the proposal opening in which to provide such information to the County.
- e) The County has the right to waive any and all informalities.
- f) The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

PROPOSAL MODIFICATIONS

Proposals cannot be modified after receipt of proposals. Care should be taken to ensure that information provided is accurate, complete, and consistent. Omission of any of the required information may subject the respondent to disqualification. The County reserves the right to request information or respond to inquiries for clarification purposes only.

PROPOSAL WITHDRAWAL

Respondents may withdraw proposals at any time up to the scheduled time for receipt of proposals. Respondents desiring to withdraw his/her proposal must submit the purpose for withdrawal in writing to the County Chief Procurement Officer before the proposal opening deadline. Respondents may resubmit proposals provided it is prior to the scheduled time for receipt of proposals.

ADDENDA

Any explanation desired by a respondent regarding the meaning, clarification or interpretation of the RFP must be requested in writing no later than 5:00 P.M. EST on Friday, January 8, 2016. Answers to questions or acceptance of requested changes to RFP requirements will be provided in an Addendum to the RFP, which will be posted on the County's website (www.lyco.org) and notice of the issuance of the Addendum will be given to all parties recorded by the County as having received the RFP documents from the County's Purchasing Department. Receipt of the Addendum should be acknowledged in the proposal. Although the Chief

Procurement Officer will take effort to send any addendum to known respondents, it is the respondent's ultimate responsibility to ensure all applicable addenda prior to proposal submittal.

PROPOSAL EXAMINATION

- a) Respondents shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the respondent of responsibility for same nor will extra payment or change order requests be considered for conditions which could have been determined by examining the solicitation.
- b) Proposals will be considered as conclusive evidence of complete examination and understanding of the terms and conditions of the proposal documents including the Scope of Services and all requirements thereof of the RFP. It is understood that submission of a proposal indicates full acceptance of the same by the parties submitting the proposal. Furthermore, by submitting a proposal the respondent waives the right to claims for additional time or monetary compensation for all work without limit required to complete the contract which could have been obtained by the respondent through examination of all documents, or raising a question regarding requirements prior to submitting a proposal.

EVALUATION OF PROPOSALS

- a) Proposals will be evaluated in accordance with the required Scope of Services as listed in this RFP. At the County's discretion, a proposal may be eliminated from consideration for failure to comply with any required specification, depending on the nature and extent of non-compliance. In addition to meeting mandated Scope of Services, proposals will be evaluated for the ability of the respondent to provide, in the County's opinion, the best overall solution to meet the County's objectives.
- b) The County has established a Committee for the purpose of reviewing and evaluating responses to this RFQ. The Committee shall evaluate responses based on the evaluation criteria set forth herein. If the team determines that it is in the best interest of the County to require an interview, respondents will be invited to make such presentations and/or demonstrations.

REJECTION OR DISQUALIFICATION OF PROPOSALS

- a) A proposal that is incomplete, obscure, conditioned or contains additions not called for or irregularities of any kind, (including alterations or erasures), which are not initialed, may be rejected as non-conforming.
- b) The County reserves the right to waive a proposal's minor irregularities if rectified by respondent within three (3) business days of the County's issuance of a written notice of such irregularities.
- c) The County reserves the right to disqualify proposals, before or after opening, upon evidence of collusion with intent to defraud or other illegal practices upon the part of the respondent.
- d) Issuance of this RFP in no way constitutes a commitment by the County to award a contract. The County reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this solicitation if it is determined to be in the best interest of the County.
- e) Any respondent who has demonstrated poor performance during a current or previous Agreement with the County may be considered a non-responsible respondent and their proposal may be rejected. The County reserves the right to exercise this option as is deemed proper and/or necessary.

- f) The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County

USE OF PROPOSAL FORMS

- a) The Proposal shall be made on the proposal forms included in this RFP and all applicable blanks on such forms shall be filled in. The forms to be included in the proposal are: Proposal Form, Non-Collusion Affidavit, and Exception Form (if applicable). A respondent's failure to submit proper documentation may result in the County's rejection of the proposal.
- b) Any and all documents required by the RFP that require a notarization must include the signature and seal of the notary public as required by the state in which the notary is commissioned. For those states that do not require an embossed notary seal, a Notarization Affidavit must be completed and submitted with the proposal. Proposals and required documentation submitted without the embossed seal and without the Notarization Affidavit, as applicable, may be rejected at the time of proposal opening.
- c) For each line item offered, Respondents shall show both the unit price and extended price. In case of a discrepancy between the unit price and extended price, the unit price will be presumed to be correct and the extended price shall be corrected accordingly.
- d) Proposals for supplies or services other than those specified or approved will not be considered.

NON-COLLUSION AFFIDAVIT

- a) The County requires that a Non-collusion Affidavit be submitted with all proposals pursuant to its authority according to the Pennsylvania Antitrust Act, 62 Pa. C.S.A. §4501 et seq.
- b) This Non-Collusion Affidavit must be executed by the member, officer, or employee of the respondent who makes the final decision on prices and the amount quoted in the proposal.
- c) Proposal rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the respondent with responsibilities for the preparation, approval or submission of the proposal.
- d) If a proposal is submitted by a joint venture, each party to the venture must be identified in the proposal documents, and a Non-Collusion Affidavit must be submitted separately on behalf of each party.
- e) The term "complementary proposal" as used in the Affidavit has meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or non-competitive proposal, and any form of proposal submitted for the purpose of giving a false appearance of competition.
- f) Failure to file a Non-Collusion Affidavit in compliance with these instructions will result in disqualification of the proposal.

AWARD OF PROPOSAL

- a) Award of any proposal is contingent upon available budget funds and approval of the Lycoming County Board of Commissioners.
- b) The County reserves the right, in its sole and absolute discretion, to accept or reject any and all proposals or parts thereof.
- c) An official letter of acceptance will be forwarded by the County to the successful respondent after proposal selection and prior to contract award.

AGREEMENT / CONTRACT

Upon acceptance and award of a respondent's proposal, the contract between the respondent and the County shall be drafted from (a) the RFP and addenda, (b) the selected proposal (response to the RFP by the respondent) and any attachments thereto, and (c) all written communications between the County and the respondent concerning the transactions. The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.

EXECUTION OF CONTRACT

The successful respondent must execute a written contract with the County. If the successful respondent fails or refuses to execute the formal contract within ten (10) days of the date of contract award, the contract shall be voided, and all obligations of the County in connection herewith shall be canceled.

SECTION 3

TERMS & CONDITIONS

TERMS & CONDITIONS

DEFINITIONS AND HEADINGS

- a) *County / County of Lycoming
Vendor / Contractor/ Firm:* The parties identified as such in this Agreement.
- b) *Services:* The work identified in this RFP as to be performed by Contractor under the ensuing contract.
- c) *Work/Project:* The required services.

TERM OF CONTRACT

The contract, which results from the award of this RFP, shall commence upon the initiation of contract execution and shall terminate after a period of one (1) year from the date of contract execution. The County shall re-evaluate the Re-Entry Program Coordinator's position to determine whether the contract should be renewed.

AMENDMENTS AND MODIFICATIONS OF CONTRACT

The contract between the County and the Contractor shall not be amended or modified, nor shall any of its terms be waived, except in writing and executed by both parties.

TERMINATION

- a) The County reserves the right, at any time and for its convenience, to terminate the contract in whole or in any separable part by written notice to Contractor. Such notice shall be provided at least thirty (30) days prior to the intended termination date. Contractor shall be compensated for services performed in accordance with the provisions of the contract up to the effective date of termination, less any payments previously made by the County for such services, but in no event shall Contractor be entitled to recover loss of profits.
- b) In the event that either the Contractor or the County defaults in the performance of any obligation specified in the contract, the non-defaulting party shall notify the other party in writing and may suspend the contract, in whole or in part, pending remedy of the default. If such default is not remedied within fifteen (15) days from the date of receipt of such notice or if the other party is diligently attempting to cure such default but is unable to cure such default within thirty (30) days from the date of receipt of such notice, then the non-defaulting party shall have the right to terminate the contract immediately by providing written notice of termination to the other party.

SUBCONTRACTING

The Contractor shall not subcontract any of its obligations under this contract without the County's prior written consent. In the event the County does consent in writing to a subcontracting arrangement, the Contractor shall be the prime contractor and shall remain fully responsible for performance of all obligations which it is required to perform under this contract.

EXCEPTIONS

A proposal submitted in response to this RFP constitutes a binding offer to comply with all terms, conditions, special conditions, general Scope of Services, and requirements stated in this RFP, except to the extent that a respondent takes exception to such provisions. To take exception to a provision of this RFP, the respondent must clearly identify in the PROPOSAL EXCEPTION FORM: (a) the number and title of each section of this RFP that the respondent takes exception to; (b) the specific sentence within such section that the respondent takes exception to; and (c) any alternate provision proposed by the respondent.

EXTRA WORK

No extras or additional work will be allowed or paid for unless such extras or additional work are ordered in writing by the Commissioners, and the price fixed and agreed upon before such work is performed.

COUNTY FURNISHED PROPERTY

- a) Appropriate workspace shall be provided to the Re-Entry Program Coordinator when on-site.
- b) The County shall retain title to all County property furnished to the Contractor.
- c) The County furnished property shall be used only for performing this contract.
- d) Unless otherwise provided in this contract, the Contractor assumes the risk of, and shall be responsible for, any loss or destruction of, or damage to, County Furnished Property upon its delivery to the Contractor. However, the Contractor is not responsible for reasonable wear and tear to such property used or consumed in performing this contract.

NEGOTIATIONS

- a) The County reserves the right to negotiate with respondents who have presented, in the opinion of the Evaluation Committee, the best proposal in an attempt to reach a contract.
- b) If the County desires to enter into negotiations, they will do so with one or more proposers, at their discretion. If the County enters into negotiations and no contract is reached, the County can negotiate with the other proposers or make no award under this RFP. The County reserves the right to award a contract, if any, without negotiations.

COMPLIANCE WITH LAWS

In the performance of the contract, Contractor shall comply with all applicable laws, ordinances, rules and regulations of governmental authorities and shall further specifically comply with those sections related to Equal Employment Opportunity and Non-Discrimination. Contractor shall minimize pollution and shall strictly comply with all applicable environmental laws and regulations. Contractor shall give required notices and secure and pay for temporary permits, licenses, and easements required for performance of the contract.

GOVERNING LAW

The contract between the County and the Contractor shall be governed in accordance with the laws of the State of Pennsylvania.

INDEPENDENT CONTRACTOR AND INDEMNITY

The Contractor shall act as an independent contractor and not as an employee of the County. Contractor agrees to indemnify and hold harmless the County, its elected officials, employees and agents from and against any and all liability, damages, claims, suits, liens, and judgments (including reasonable attorney’s fees), of whatever nature, for injuries to or death of any person or persons, or loss of or damage to property, to the extent attributable to the negligent acts of Contractor, its subcontractors or its respective agents, servants, or employees or such parties’ failure to perform in accordance with the provisions of the contract resulting from this RFP.

EVIDENCE OF INSURANCE

- a) The successful respondent, at its expense, shall carry and maintain in full force at all times during the term of the contract resulting from this RFP the following insurance. The requirements are applicable to any and all subcontracts and subcontractors performing work under this contract.

Coverage	Limits of Liability
Workmen’s Compensation	Statutory
General Liability/Property Damage	\$500,000 each occurrence \$1,000,000 aggregate
Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Automobile Liability/Property Damage	\$500,000 each occurrence
Bodily Injury	\$500,000 each occurrence \$1,000,000 aggregate

- b) Prior to commencement of performance of this Agreement, Contractor shall furnish to the County a certificate of insurance evidencing all required coverage in at least the limits required herein, naming the County of Lycoming, its elected officials, agents, and employees as additional insured under the Comprehensive General Liability coverage, and providing that no policies may be cancelled without ten (10) days advance written notice to the County. Such certificate shall be issued to: County of Lycoming, Attn: Mya Toon, 48 West Third Street, Williamsport, PA 17701
- c) Said policies shall remain in full force and effect until the expiration of the terms of the contract or until completion of all duties to be performed hereunder by the Contractor, whichever shall occur later.

SUBMITTAL DOCUMENTS

The following documents are required to be submitted with each proposal:

1. Proposal Form
2. Proposal Price Schedule
3. Statement of Qualifications and Experience
4. Non-Collusion Affidavit
5. Exception Form (if applicable)
6. Addenda (if applicable)

SECTION 4

SCOPE OF SERVICES

SCOPE OF SERVICES
FOR
RE-ENTRY PROGRAM COORDINATOR

PROJECT DESCRIPTION

The County of Lycoming has created a Re-Entry Coalition Committee to examine current re-entry program services and develop a comprehensive continuum of services, policies, and supervision to ensure successful integration of offenders into the community, reduce offender recidivism, and enhance public safety through collaborative partnerships with faith based and community based organizations as well as other key stakeholders. To assist in these efforts, the County of Lycoming was awarded a Re-Entry Planning Grant by the Pennsylvania Commission on Crime and Delinquency (PCCD) to assess, coordinate and prepare a county-wide strategic re-entry plan to improve the delivery of community services to our offender population. The Re-Entry Program Coordinator shall be an integral part of this plan as this position shall be responsible for developing, coordinating and implementing all aspects of the offender re-entry program.

REQUIREMENTS & OBJECTIVES

This is not a county government position, but rather a contract with an individual or organization under the supervision and direction of the Lycoming County Director of Court Services. The job is part-time with an expected average of 20 hours per week. The hours shall be flexible as some weeks may require more hours and some weeks less. Requirements and objectives will include, but are not limited to, the following:

- Continue to coordinate the Lycoming County Re-Entry Coalition.
- Develop, implement and coordinate offender Re-Entry initiatives, practices and programming to enhance offender success.
- Work directly with the Adult Probation Office, faith based organizations, governmental agencies, local service providers, offender families, employers and other stakeholders to plan/assist offender transition from incarceration to the community and develop resources.
- Coordinate efforts with prison system staff to ensure offenders obtain any needed documents prior to release (i.e.; photo id, driver's license, social security, veterans, u/c).
- Evaluate program activities and report to the Re-Entry Coalition Committee. (Performance goals/objectives to be established.)
- Develop/facilitate a strategic plan for community education and awareness of offender re-entry.
- Cultivate relationships with volunteer groups, faith based organizations and service providers in an ongoing effort to enhance Re-Entry initiatives.
- Serve as a member of the Criminal Justice Advisory Board.
- Provide comprehensive program evaluation.
- Ability to prepare written and verbal reports clearly and concisely.
- Ability to perform duties independently without direct supervision.
- Knowledge of case management and casework principles.
- Working knowledge of the criminal justice system.
- Experience in local service networks and resources.

CONFIDENTIALITY AND SECURITY

The successful respondent must agree to maintain security standards consistent with security policy of the County. These include strict control of access to data and maintaining confidentiality of information gained while carrying out their duties. The successful respondent will be required to ensure that all individuals or personnel employed on the contract, which require access to County of Lycoming information or facilities, meet the criteria for personal security clearance prescribed by the County.

STATEMENT OF QUALIFICATIONS AND EXPERIENCE

1. Respondent(s) shall provide a list of qualifications, including resumes, relating to the respondent(s) experience and ability in providing similar services.
2. Respondent(s) shall provide a comprehensive description of the proposed means of delivering the various components of the project in a cost effective and timely manner consistent with the project scope described herein.
3. Respondents shall provide a list of references to which the respondent has provided similar services. Respondents shall include a contact person and phone number for each reference.

PRICE PROPOSAL

Respondents shall submit a detailed budget inclusive of all costs elements. This includes salary/hourly rate, administrative costs, and all other costs associated with providing a part-time Re-Entry Program Coordinator. Costs shall be firm for the term of the contract.

COMPENSATION

The successful respondent shall submit invoices to the Director of Court Services on a monthly basis. Each invoice will be itemized to show the number of hours worked and the rate per hour.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held on Tuesday, January 5, 2015, at 10:00 a.m. in Lycoming County Fiscal Services, Lycoming County Executive Plaza Building, 330 Pine Street, 4th Floor, Williamsport, PA 17701. Attendance at the Pre-Proposal Meeting is not a prerequisite for submitting a proposal. A transcript of the questions and answers will be distributed to all attendees after the meeting. Questions of a complex nature should be forwarded in writing to the County prior to the meeting.

SECTION 5

PROPOSAL FORM

PROPOSAL FORM

RFP FOR A RE-ENTRY PROGRAM COORDINATOR

Important note to Respondents: It is essential that the submitted proposal complies with all of the requirements contained in the RFP. The undersigned respondent agrees, if this proposal is accepted, to enter into an agreement with the County on the form included in the Contract Documents to perform and furnish all equipment, labor, materials, services, goods or products, hereafter referred to as, "Work" as specified or indicated in the contract documents.

This Proposal is submitted to: Lycoming County Controller's Office
Lycoming County Executive Plaza Building
330 Pine Street, 2nd Floor
Williamsport, PA 17701

This Proposal is submitted on _____, 20____.

This Proposal is valid for 60 days from the date of the public opening of the proposals.

This Proposal is submitted by:

Company/Individual Name: _____

Company/Individual Address: _____

Main Telephone: _____ Main Fax: _____

Communications and questions concerning this proposal are to be directed to:

Contact Name / Title: _____

Contact Telephone: _____ Fax: _____

Contact Email: _____

Telephone: _____ Fax: _____

Email: _____

Receipt of Amendments (if applicable)

In submitting this Proposal, respondent represents that they have received and examined the following RFP Addendums:

Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____

Proposal Pricing

Unless items are specifically excluded in the proposal, the County shall deem the proposal to be complete and shall not be charged any costs above and beyond the Proposal amount as set forth by the respondent herein.

Total Proposal Price	\$ _____
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Prices as stated herein shall remain firm throughout the term of the contract.

The undersigned, as respondent, hereby declares that the total project costs as indicated above, includes all necessary work to complete this project in full according to the general Scope of Services contained in the RFP. Services not specifically mentioned, but are necessary to provide the functional capabilities shall be listed and included as part of the cost elements.

The undersigned further understands and agrees that if the County accepts the proposal, no additional funds will be allowed beyond the stated total project costs.

Name: _____

Address: _____

Point of Contact: _____ Phone Number: _____

Fax Number: _____ Email address: _____

Name of person submitting proposal: _____

Signature: _____ Date: _____

SECTION 6

NON-COLLUSION AFFIDAVIT

INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT

This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antirigging Act, 62 Pa.C.S.A. § 4501, et seq, government agencies may require Non-Collusion Affidavits to be submitted together with proposals.

This Non-Collusion Affidavit must be executed by the member, officer or employee of the respondent who makes the final decision on prices and the amount quoted in the proposal.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the respondent with responsibilities for the preparation, approval or submission of the proposal.

In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately in behalf of each party.

The term “complementary proposal” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, and intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

NON-COLLUSION AFFIDAVIT

Contract/Bid/Proposal _____

State of _____

County of _____

I state that I am _____ (Title) of _____ (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, or agreement with any other contractor, respondent, or potential respondent.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate prices(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a respondent or potential respondent, and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. _____ (Name of Firm), its affiliates, subsidiaries, officers, and employees are not currently under investigation by any governmental agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding in any public contract, except as follows:

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the County of Lycoming in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Lycoming of the true facts relating to the submission of proposals for this contract.

A statement in this affidavit that a person has been convicted or found liable for any act, prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract within the last three years, does not prohibit the County of Lycoming from accepting a proposal form or awarding a contract to that person, but may be grounds for administrative suspension or debarment in the discretion of the County under its rules and regulations, or may be grounds for consideration on the question of whether the County should decline to award a contract to that person on the basis of lack of responsibility.

Name: _____

Signature: _____

Title: _____

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY
OF _____, 20 ____

Notary Public

My Commission Expires: _____

SECTION 7

EXCEPTION FORM

