



Chatham County Purchasing & Contracting Department

**1117 Eisenhower Drive, Suite C,
Savannah, Georgia 31406
(912) 790-1618**

REQUEST FOR PROPOSALS

RFP NO. 26-0096-3

PROVIDER TO MANAGE THINKING FOR A CHANGE (T4C)
PROGRAM
(Funded in whole or in part by Federal Grants)

WEBEX PRE-PROPOSAL CONFERENCE: 2:00 P.M., SEPTEMBER 3,
2026

PROPOSALS RECEIVED BY: 5:00 P.M., SEPTEMBER 22, 2026



**CHATHAM COUNTY, GEORGIA
OFFICE OF THE PURCHASING DIRECTOR
1117 EISENHOWER DRIVE, SUITE C
SAVANNAH, GEORGIA 31406
(912) 790-1624**

Date: August 14, 2026

RFP NO.: 26-0096-3

GENERAL INFORMATION FOR REQUEST FOR PROPOSALS

This is an invitation to submit a proposal to supply Chatham County with services as indicated herein. Proposals shall be submitted on-line on the County's procurement portal <https://chathamcountyga.bonfirehub.com/portal> up to **5:00 P.M., September 22, 2026**. The Purchasing Director reserves the right to reject any and all proposals and to waive formalities.

Instructions for preparation and submission of a qualification proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required.

A pre-proposal conference has been scheduled to discuss the specifications and resolve any questions and/or misunderstanding that may arise. The pre-proposal conference will be held via WebEx only on September 3, 2026 at 2:00 P.M. You are encouraged to attend.

Meeting Link:

<https://chathamcountyga.webex.com/chathamcountyga/j.php?MTID=m74811ece71a1c116d257fcc2baf5db2f>

Meeting Number: 2309 484 0322

Meeting password: q4qEVSfhf86

Join by Video System: Dial [23094840322@chathamcountyga.webex.com](tel:23094840322)

Join by Phone: 1-415-655-0001

Access Code: 2309 484 0322

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Director will issue a written addendum to document approved changes.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its consultants to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance.

SECTION I INSTRUCTIONS TO PROPOSERS

1.1 PURPOSE: The purpose of this document is to provide general and specific information for use in submitting a qualification proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

1.2 HOW TO PREPARE PROPOSALS: All proposals shall be:

- A. Proposers are encouraged to review carefully all provisions and attachments of this document prior to submission. Each proposal constitutes an offer and may not be withdrawn except as provided herein.

1.3 HOW TO SUBMIT PROPOSALS: All proposals shall be:

- A. Submitted on-line on the County's procurement portal at:
<https://chathamcountyga.bonfirehub.com/portal>.

**** In submitting their proposal, the proposer certifies that he/she has carefully read all related Request for Proposal documents and agrees to comply with all provisions.**

- B. If a proposer is unable to submit their proposal on-line, they should notify the procurement contact for the solicitation at least one week prior to proposals being due to receive instructions. The County is seeking to conduct all solicitations on-line. The phone number for Purchasing and Contracting is 912-790-1618.

1.4 HOW TO SUBMIT AN OBJECTION: Objections from Offerors to this Request for Proposals and/or these specifications should be brought to the attention of the County Purchasing Director in the following manner:

- A. When a pre-proposal conference is scheduled, the Proposer may object in writing any time prior to or at the pre-proposal conference.

- B. When a pre-proposal conference is not scheduled, the Proposer shall object in writing not less than five (5) days prior to the Date for submission.
- C. The objections contemplated must pertain to both form and substance of the Request for Proposal documents. Failure to object in accordance with the above procedure will constitute a waiver on the part of the business to protest this Request for Proposal.

1.5 ERRORS IN PROPOSALS: Proposers or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at the Proposer's own risk.

1.6 STANDARDS FOR ACCEPTANCE OF PROPOSERS FOR CONTRACT AWARD: The County reserves the right to reject any or all Proposals and to waive any irregularities or technicalities in Proposals received whenever such rejection or waiver is in the best interest of the County. The County reserves the right to reject the Offer of a Proposer who has previously failed to perform properly or complete on time contracts of a similar nature, whom investigation shows is not in a position to perform the contract.

1.7 PROPOSER: Whenever the term "Proposer" is used, it shall encompass the "person", "business", "firm", or other party submitting a proposal to Chatham County in such capacity before a contract has been entered into between such party and the County.

1.8 COMPLIANCE WITH LAWS: The Proposer shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by Federal, State or County statute, ordinances and rules during the performance of any contract between the Proposer and the County. Any such requirement specifically set forth in any contract document between the Proposer and the County shall be supplementary to this section and not in substitution thereof.

1.9 CONSULTANT: Consultant or subconsultant means any person, firm, or business having a contract with Chatham County. The Consultant certifies that the firm will follow equal employment opportunity practices in connection with the awarded contract as more fully specified in the contract documents.

1.10 DEBARRED FIRMS AND PENDING LITIGATION: Any potential proposer/firm listed on the Federal or State of Georgia Excluded Parties Listing (Barred from doing business) **will not** be considered for contract award. It is the proposer's responsibility to inform the County should the proposer/firm be placed on the Federal or State of Georgia Excluded Parties Listing during the proposal process. Proposers **shall disclose** any record of pending criminal violations (Indictment) and/or convictions, pending lawsuits, etc., and any actions that may be a conflict of interest occurring within the past five (5) years. Any proposer/firm previously defaulting or terminating a contract with the County will not be

considered. Successful proposers with whom the County enters into a contract with for goods or services will notify the County if they become debarred during the course of the contract.

**** All bidders or proposers are to read and complete the Disclosure of Responsibility Statement. Failure to do so may result in your solicitation response being rejected as non-responsive.**

Bidder acknowledges that in performing contract work for the Board, bidder shall not utilize any firms that have been a party to any of the above actions. If bidder has engaged any firm to work on this contract or project that is later debarred, Bidder shall sever its relationship with that firm with respect to Board contract.

- 1.11 PERFORMANCE EVALUATION:** On April 11, 2008, the Chatham County Board of Commissioners approved a change to the County Purchasing Ordinance requiring Contractor/Consultant Performance Evaluations, at a minimum, annually, prior to contract anniversary date.

Should Contractor/Consultant performance be unsatisfactory, the appointed County Project Manager for the contract may prepare a Contractor/Consultant Complaint Form or a Performance Evaluation to the County Purchasing Director.

SECTION II PROPOSAL CONDITIONS

- 2.1 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.
- 2.2 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.
- 2.3 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of sixty (60) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a sixty-day period.
- 2.4 COMPLETENESS:** All information required by the Request for Proposals must be completed and submitted to constitute a proper proposal.
- 2.5 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the

proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.

2.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION: By submission of this Offer, the Proposer certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by the Proposer prior to opening, directly or indirectly to any other competitor; and
- (3) No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not submit an offer for the purpose of restricting competition.

2.7 AWARD OF CONTRACT: The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

2.8 PROCUREMENT PROTESTS: Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Director for review and resolution. The Chatham County Purchasing Ordinance – Part 9 – Vendor Disputes shall govern the review and resolution of all protests.

2.9 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER): A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested.

Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

- 2.10 COUNTY TAX CERTIFICATE REQUIREMENT:** A current Chatham County or municipal business license (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business License prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract.

Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information.

NOTE: No contract shall be awarded unless all real and personal property taxes have been paid by the successful consultant and/or subconsultant as adopted by the Board of Commissioners on 8 April 1994.

- 2.11 INSURANCE PROVISIONS, GENERAL:** The selected CONSULTANT shall be required to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work, hereunder by the Consultant, his agents, representatives, employees or subconsultant. The cost of such insurance shall be included in the Bid. It is every Consultant's responsibility to provide the County Purchasing and Contracting Department current and up-to-date Certificates of Insurance and Declaration Sheets for multiple year contracts before the end of each term. **Failure to do so may be cause for termination of contract.**

2.11.1 General Information that shall appear on a Certificate of Insurance:

- I. Name of the Producer (Consultant's insurance Broker/Agent).
- II. Companies affording coverage (there may be several).
- III. Name and Address of the Insured (this should be the Company or Parent of the firm Chatham County is contracting with).
- IV. Summary of all current insurance for the insured (includes effective dates of coverage).
- V. A brief description of the operations to be performed, the specific job to be performed, or contract number.
- VI. Certificate Holder (This is to always include Chatham County).

Chatham County as an "Additional Insured": Chatham County invokes the defense of "sovereign immunity." In order not to jeopardize the use of this defense, the County **is not** to be included as an "Additional Insured" on insurance contracts.

2.11.2 Minimum Limits of Insurance to be maintained for the duration of the contract:

- A. **Commercial General Liability:** Provides protection against bodily injury and property damage claims arising from operations of a Consultant

or Tenant. This policy coverage includes premises and operations, use of independent consultant, products/completed operations, personal injury, contractual, broad form property damage, and underground, explosion and collapse hazards. Minimum limits: \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.

- B. **Worker's Compensation and Employer's Liability:** Provides statutory protection against bodily injury, sickness or disease sustained by employees of the Consultant while performing within the scope of their duties. Employer's Liability coverage is usually included in Worker's Compensation policies, and insures common law claims of injured employees made in lieu of or in addition to a Worker's Compensation claim. Minimum limits: \$500,000 for each accident, disease policy limit, each employee and Statutory Worker's Compensation limit.
- C. **Business Automobile Liability:** Coverage insures against liability claims arising out of the Consultant's use of automobiles. Minimum limit: \$1,000,000 combined single limit per accident for bodily injury and property damage. Coverage should be written on an "Any Auto" basis.

2.11.3 **Special Requirements:**

Claims-Made Coverage: The limits of liability shall remain the same as the occurrence basis, however, the Retroactive date shall be prior to the coincident with the date of any contract, and the Certificate of Insurance shall state the coverage is claims-made. The Retroactive date shall also be specifically stated on the Certificate of Insurance.

- A. **Extended Reporting Periods:** The Consultant shall provide the County with a notice of the election to initiate any Supplemental Extended Reporting Period and the reason(s) for invoking this option.
- B. **Reporting Provisions:** Any failure to comply with reporting provisions of the policies shall not affect coverage provided in relation to this request.
- C. **Cancellation:** Each insurance policy that applies to this request shall be endorsed to state that it shall not be suspended, voided, or canceled, except after thirty (30) days prior to written notice by certified mail, return receipt requested, has been given to the County.
- D. **Proof of Insurance:** Chatham County shall be furnished with certificates of insurance and with original endorsements affecting coverage required by this request. The certificates and endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All certificates of

insurance are to be submitted prior to, and approved by, the County before services are rendered. The Consultant must ensure Certificate of Insurance are updated for the entire term of the County.

- E. **Insurer Acceptability:** Insurance is to be placed with an insurer having an A.M. Best's rating of A and a five (5) year average financial rating of not less than V. If an insurer does not qualify for averaging on a five (5) year basis, the current total Best's rating will be used to evaluate insurer acceptability.
- F. **Lapse in Coverage:** A lapse in coverage shall constitute grounds for contract termination by the Chatham County Board of Commissioners.
- G. **Deductibles and Self-Insured Retention:** Any deductibles or self-insured retention must be declared to, and approved by, the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as related to the County, its officials, officers, employees, and volunteers; or the Consultant shall procure a bond guaranteeing payment of related suits, losses, claims, and related investigation, claim administration and defense expenses.

2.11.4 Additional Coverage for Specific Procurement Projects:

Professional Liability: Insure errors or omission on behalf of architects, engineers, attorneys, medical professionals, and consultants.

Minimum Limits:

Coverage Requirement:

\$1 million per claim/occurrence.

If "claims-made, "retroactive date must precede or coincide with the contract

Effective date or the date of the Notice to Proceed. The professional must state if "tail" coverage has been purchased and the duration of the coverage.

- 2.12 **INDEMNIFICATION:** The PROPOSER agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage to the property or other rights of any person or persons caused by the PROPOSER or its sub-proposers. The PROPOSER's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any

actual or alleged violation of trade regulations. PROPOSER further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the PROPOSER or his subconsultant or anyone directly or indirectly employed by any of them.

The PROPOSER's obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the PROPOSER.

- 2.13 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposals, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.
- 2.14 SIGNED RESPONSE CONSIDERED AN OFFER:** The submitted Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Director or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action, as it deems appropriate, including legal action for damages or lack of required performance.
- 2.15 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and the Purchasing Director or his designee issues a Notice to Proceed. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.16 PAYMENT TO CONSULTANT:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.
- A. Questions regarding payment may be directed to the Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
 - B. Consultant will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
 - C. Upon completion of the work, the Consultant will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Consultant for the work performed for the County have been paid in full.
 - D. Chatham County is a tax-exempt entity. Every consultant, vendor, business or

person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

2.17 LICENSES, PERMITS, AND TAXES: The price or prices for the service shall include full compensation for all fees that the proponent is or may be required to pay. Chatham County is Tax Exempt. The Purchasing & Contracting Office upon request (912) 790-1618 will provide a Tax Exemption Certificate.

2.18 MINORITY – WOMEN BUSINESS ENTERPRISE PARTICIPATION: It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. Proposers may also provide demographic information regarding their employees to show their commitment to equal opportunity. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contract.

If the awarded consultant is claiming minority status, the consultant shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County's MBE/WBE Coordinator, please call (912) 652-7860.

REQUEST FOR PROPOSALS

SECTION III GENERAL CONDITIONS

3.1 DESCRIPTION AND OBJECTIVES: Chatham County is soliciting Request for Proposals (RFP) from qualified non-profit, for-profit, and governmental service providers to implement Thinking for a Change, an evidence-based cognitive behavioral program within Chatham County. This program is designed to reduce recidivism by addressing criminogenic thinking patterns among youth under the custody and/or supervision of the Court. This RFP seeks to identify potential providers for the above-mentioned services.

All respondents to this RFP are subject to instructions communicated in this document and are cautioned to completely review the entire RFP and follow instructions carefully. Chatham County reserves the right to reject any or all RFP's and to waive technicalities and informalities at the discretion of Chatham County.

- 3.2 METHODOLOGY:** The procurement described herein may be conducted in a two-step process.

STEP ONE- ACCEPTANCE AND EVALUATION OF QUALIFICATION

PROPOSALS: All technical requirements, unless otherwise specified, must be met by the proponent or such proposal may be disqualified as being non-responsive. Proposals that are deemed incomplete as to substance and content may be returned without consideration. A shortlist of qualified firms will be developed and ranked.

STEP TWO-INTERVIEWS: The evaluation committee **may** request an interview with short-listed firms. If interviews are conducted, they will be scored. It will be at the discretion of the evaluation committee on the number of firms that will interview/present.

- 3.3 PROPOSAL DEADLINE:** The response to this 'Request for Proposal' must be received on-line on the County's procurement portal no later than **5:00 P.M., September 22, 2026.** [https://chathamcountyga.bonfirehub.com/portal.](https://chathamcountyga.bonfirehub.com/portal)

For good and sufficient reason, up to 24 hours before the advertised deadline, the County may extend the response schedule. An addendum will be issued setting forth the new date and time.

- 3.4 CONFIDENTIALITY OF DOCUMENTS:** Upon receipt of a proposal by the County, the proposal shall become the property of the County without compensation to the proponent, for disposition or usage by the County at its discretion (except for as provided by Georgia law for proprietary information). The details of the proposal documents will remain confidential until final award or rejection of proposals and/or protected under the restraints of law. Only final points and ranking of proposals will be openly disclosed prior to approval by the Board of Commissioners. Proponent shall have no contact with any Department Representative or Evaluation Committee Member during and after the evaluation process. Any information contained in the proposal that is considered by the Proponent as "proprietary" to remain confidential shall be clearly identified and justified.

- 3.5 CONE OF SILENCE:** Lobbying of Procurement Evaluation Committee members, County Government employees, and elected officials regarding this product or service solicitation, Invitation to Bid (ITB) or Request for Proposal (RFP) or contract by any member of a proposer's staff, or those people employed by any legal entity affiliated with an organization that is responding to the solicitation is strictly prohibited. Negative campaigning through the mass media about the current service delivery is strictly prohibited. Such actions may cause your proposal to be rejected.

- 3.6 **COMPENSATION:** The County has attempted in SECTION V to provide as much information about the project as possible to enable firms to structure their offer.
- 3.7 **REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.
- 3.8 **COST TO PREPARE RESPONSES:** The County assumes no responsibility or obligation to the respondents and will make no payment for any costs associated with the preparation or submission of the proposal.
- 3.9 **INQUIRIES:** Direct any questions related to this RFP to Mr. Felix Espada Jr., Procurement Specialist, and submit all questions through the County's procurement portal <https://chathamcountyga.bonfirehub.com/portal> Message or Vendor Discussion section. Include the RFP number, page, and paragraph number as a reference to each question. *DEADLINE FOR ALL QUESTIONS IS one week after the pre-proposal conference prior to due date.*

THE ONLY OFFICIAL ANSWER OR POSITION OF CHATHAM COUNTY WILL BE THE ONE STATED IN WRITING.

- 3.10 **METHOD OF SOURCE SELECTION:** Chatham County is using the Competitive Sealed Proposal method of source selection, as authorized by Part 3 of the Chatham County Purchasing Ordinance for this procurement.

An award, if made, will be made to the responsible offeror whose proposal is most advantageous to Chatham County, taking into consideration price and other factors set forth in this Request for Proposal (RFP). The County will not use any other factors or criteria in the evaluation of the proposals received.

- 3.11 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the COMPANY agrees as follows:

The COMPANY will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.

SECTION IV SPECIAL CONDITIONS

- 4.1 **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance. If the County, at any

time, discovers such a dispute during any point of evaluation, the proposal will not be considered further.

- 4.2 EVALUATION FACTORS:** Factors such as proponents overall capability, specialized experience, reputation, past performance on similar projects, technical competence, financial stability, ability to meet program goals, delivery under the contract terms, and fee schedule will be considered in the award recommendation. Commitment in the level of MBE/WBE firms, consultant and employees will also be considered in the evaluation of proposals.

- 4.3 SELECTION PROCESS:** *Proposals will be evaluated initially on the basis of the written document. Thus, the proposal must be complete, concise and clear as to the intent of the respondent.* Further evaluation may include an oral presentation, which will be scheduled after receipt of the written proposal and approval of the shortlist.

- 4.4 CONTRACT:** The successful respondent will be expected to execute a contract within 30 days of notice of award. This contract will be in effect until June 30, 2027.

- 4.5 PROPOSALS MUST BE RESPONSIVE TO:**

- 4.5.1 INTRODUCTION/COVER LETTER:** You should provide no more than a two (2) page letter of introduction. The letter should highlight or summarize whatever information you deem appropriate as a cover letter, as a minimum, this section should include the name, address, email address, telephone number of one (1) contact to whom any correspondence should be directed. This section should include a clear statement of the Proposer's understanding of this RFP and the contract requirements, and how the Proposer intends to meet the RFP requirements.

4.5.2 EXPERIENCE & QUALIFICATIONS - TOTAL POSSIBLE POINTS: 40

- A. Provide information that documents your company's and any subconsultant's qualifications to provide the requested services, including your ability, capacity, skill, and financial strength, emphasis on quality control, and number of years of experience in providing the proposed or similar services.
- B. Provide detailed examples of engagements and/or contracts similar in detail to this RFP. The proposer shall provide a list of three specific projects to demonstrate their experience similar to this Scope of Service.
- C. Resumes of proposed staff who will be utilized for this engagement.
- D. Please list any contracts that have been terminated within the last five (5) years and the reason for termination.

- E. State whether your firm has operated under a different name within the past ten (10) years and provide that name that your firm previously operated under.
- F. State if your company employs all company employees physically in the United States.

4.5.3 TECHNICAL APPROACH – TOTAL POSSIBLE POINTS: 40

- A. Proposal demonstrates that Proposer fully understand and meets the needs of the county, which are specified in the Scope of Service Section V of this RFP.
- B. The technical approach focuses on the Proposer's operational capacity to meet the performance requirements and provide any services described in this RFP in compliance with the Scope of Services of this RFP to include a staff organizational chart with job titles of who will be assigned to this contract.
- C. Demonstrate understanding of the scope of service. Demonstrate how services will be provided and what support services are required by Chatham County. Discuss the ability and capacity to respond promptly to requests. Discuss methodology and approach to address the needs and requirements of the County. Discuss computer support and report capabilities. In addition to current and projected workload. State location and availability of agent/broker office. State additional information regarding your administration services that distinguishes your firm from your completion. Demonstrate ability to control cost of coverages and provide support with claim management.
- D. The Service Provider must explain and demonstrate, through example, its theoretical background to ensure adequate, effective services will be provided to the participants. This should include what the Service Provider believes will be necessary for the participants to succeed.

4.5.4 MBE/WBE PARTICIPATION - TOTAL POSSIBLE POINTS: 15:

Commitment in the level of MBE/WBE business/firms, subconsultants, consultant, and employees. Approach to meeting and exceeding the MBE/WBE requirements. History of Minority-owned, Women-owned business utilization in the past.

4.5.5 REFERENCES: TOTAL POSSIBLE POINTS: 5:

Provide a minimum of three (3) references of current or past clients. References should be of a similar size and scope of services, if possible.

4.5.6 INTERVIEWS/PRESENTATIONS (IF REQUIRED) – TOTAL POSSIBLE POINTS: 30

- 4.6 **PERFORMANCE AND APPROVAL OF SUB-CONSULTANTS:** The proponent will perform the project as an independent consultant and not as an agent or employee of the County. Joint ventures and sub-consultant arrangements are not prohibited; however, the proponent shall secure written permission from Chatham County before subcontracting any part of this service. Such permission should be obtained during the proposal evaluation stage. Proponents are encouraged to use Minority/Woman Business Enterprises and are reminded of reporting requirements when utilizing these arrangements.
- 4.7 **ASSIGNMENT:** The PROPOSER shall not assign or transfer any interest of the contract without prior written consent of the County.

SECTION V SCOPE OF SERVICES

PROVIDER TO MANAGE THINKING FOR A CHANGE (T4C) PROGRAM

5.1 **PURPOSE AND BACKGROUND:**

The purpose of the proposed project is to provide effective, evidence-based, community-based alternatives to detention for youth involved in the juvenile justice system. Youth who are referred to this project will be classified as moderate to high risk of reoffending. Services shall address the youth's behavior or actions that have contributed to the violation of their probation or that have placed the youth at high risk of out-of-home placement. Such services shall be delivered in the community where the youth reside, thus permitting the youth to continue living at home and fulfilling any court-ordered sanctions. This project will be paid in whole by Georgia Juvenile Justice Incentive Grant (JJIG) Program funds.

A. Role of Contracted Service Provider- to facilitate approved evidence-based curriculum to delinquent youth as referred by the Chatham County Juvenile Court.

1. The Chatham County Juvenile Court seeks proposals from qualified non-profit, for-profit, and governmental service providers to implement an evidence-based continuum of care within Chatham County. This continuum is designed to reduce recidivism by addressing criminogenic thinking patterns among youth under the custody and/or supervision of the Court.
2. The selected Service Provider will be trained to deliver Thinking for a Change (T4C), a Court-approved, evidence-based program, ensure fidelity to the model, and monitor the quality and integrity of program implementation.
3. The selected Service Provider shall provide a facilitation space for in-person sessions that meet all privacy, safety, and environmental requirements necessary for effective group programming.
4. It is preferred the selected Service Provider provide transportation to and from the sessions.

5. The selected Service Provider shall implement the evidence-based curriculum Thinking for a Change (T4C), which has demonstrated effectiveness in reducing recidivism through cognitive-behavioral interventions.
6. The selected Service Provider will develop a Policy and Procedures Manual and submit it to Chatham County for approval prior to implementation of the program services.
7. Services shall be delivered in accordance with all relevant state statute(s), regulations and existing policies.
8. Services shall commence no later than December 1, 2026, and will be delivered in two (2) cohorts, serving a total of fifteen (15) youths over the course of the program year, which is July 1, 2026, to June 30, 2027.
9. The selected Service Provider shall submit monthly invoices for reimbursement.

B. Functions/Goals of the Service Provider Relationship - The selected Service Provider shall achieve several major program goals, including but not limited to the following:

1. **Implementation of Evidence-Based Practices:** The selected Service Provider shall implement evidence-based practices in service delivery and interventions designed to reduce criminogenic risk factors and positively impact recidivism outcomes.
2. **Procurement:** The selected Service Provider shall be responsible for developing and implementing a structured process to recruit and procure qualified facilitators to deliver evidence-based or alternative family-centered interventions. In the proposal and oral presentation, the Respondent shall discuss the method(s) of procurement used, its experience procuring services, the qualifications of staff responsible for procurement activities, and experience managing services similar in size and scope to those required in this RFP.
3. **Policy Development:** The selected Service Provider will be responsible for developing policies and procedures to ensure performance is consistent with policies, regulations and statutes. Policies shall address youth rights and grievances, property management, contracting, program fidelity, transportation, data collection and maintenance, program fidelity, staff training, youth confidentiality, Medicaid, and adherence to federal employment laws including the Americans with disabilities Act.
4. **Contract Management:** The selected Service Provider shall provide oversight of all staff delivering the approved curriculum to referred youth, ensuring appropriate stewardship of public funds and full compliance with contractual requirements.
5. **Program Fidelity:** The selected Service Provider shall ensure that all staff deliver evidence-based practices to referred youth with fidelity. Proposals must outline the methodology for determining the appropriateness of proposed interventions, the identified community need for the selected services, the entity or source designating the practice as evidence-based, and the strategies that will be used to measure program effectiveness and ensure subcontractor adherence to the approved curriculum.

6. **Contract Monitoring:** The selected Service Provider shall be responsible for monitoring staff performance to ensure compliance with all contractual terms and conditions. This responsibility shall include, but is not limited to, conducting risk assessments, developing policies and monitoring tools, establishing appropriate corrective and financial accountability measures, designating qualified staff to carry out monitoring functions, and implementing an annual schedule of site visits and compliance reviews.
7. **Data Reporting:** The Service Provider will be responsible for collecting and reporting data to the Juvenile Court regarding program outcomes, performance measures, demographic data of population served, program fidelity and contract monitoring activities in compliance with state, county and grant standards.

5.2 CONTRACTED SERVICE PROVIDER QUALIFICATIONS:

- A. The selected Service Provider shall have a minimum of three (3) years of demonstrated experience overseeing and managing the implementation of evidence-based programs, preferably within community-based mental and/or behavioral health settings.
- B. The selected Service Provider shall have minimum of three (3) years of demonstrated experience monitoring program fidelity and managing the implementation integrity of evidence-based practices.
- C. The selected Service Provider shall have a minimum of three (3) years of demonstrated experience coordinating training, coaching, certification and technical assistance for evidence-based programs.
- D. The selected Service Provider shall have a minimum of three (3) years of demonstrated experience developing and maintaining data management systems with the capacity to collect, analyze, and present data related to program performance, project management, and outcomes for each evidence-based program delivered.

5.3 SCOPE OF SERVICES:

The selected Service Provider will confirm an itemized budget (including session rate per youth, cost for facilitators for program, incentives (not to exceed \$25/youth/cohort), snacks (not to exceed \$3/youth/session; cost of makeup session, transportation), assist with the selection of qualified facilitation staff, manage the facilitation staff, ensure fidelity of services implemented, provide reports showing results of the programs and meet the goals established by the State and the County for performance and delivery of services to the youth as follows:

- Coordination with model dissemination organizations, including arranging for licensure of selected facilitators, training for front-line staff and supervisors, and ongoing consultation with provider agencies to ensure fidelity to proven program models.
- Web-based, system-wide data tracking to allow for program monitoring and

- continuous quality improvement.
- Regular (i.e., monthly, quarterly and annual) reporting on key performance indicators.
- Monthly reporting for grant requirements.
- Responsible for the oversight reporting requirements; ensuring proper collection of data and reporting of program outcomes are completed accurately and timely.
- Continually monitor and evaluate implementation of programs and data and develop short- and long-term plans to address better implementation; provide project evaluation to stakeholders with outcomes.
- Collaboration with referral agencies and Juvenile Court to ensure high utilization of model programs.
- Engage in stakeholder communications and education efforts to ensure sustainability of funding and effort.

The Service Provider will ensure strict adherence to the selected program's established protocols and are responsible for:

- Providing overall project oversight and management with a rigorous focus on meeting or exceeding expected outcomes.
- Facilitating stakeholder collaboration and management to ensure continuous buy-in and support for the diversion initiative and evidence-based services.
- Ensuring an adequate number of referrals and point in time utilization of slot capacity, and working with the Juvenile Court as needed to resolve referral issues.
- Overseeing procurement, hiring, orientation, training, model adherence, administrative management, and accountability of all provider agencies and clinical teams, and sharing outcome data and improvement plans with key stakeholders and Juvenile Court Staff.

5.4 STAFF ORIENTATION AND TRAINING:

All evidence-based program therapists, supervisors and facilitators will receive required training in the model to ensure model adherence. The training is for all qualified facilitators and the selected Service Provider will engage in additional provider readiness, technical assistance, and support activities to ensure facilitator effectiveness, including:

- The selected Service Provider will send all facilitators an organizational checklist that includes all administrative, programming, and purchasing requirements for model implementation with an associated timeline, and oversee adherence to this timeline.
- Meet with the Juvenile Court Administrator and/or Judges to review and approve their plans for integrating the new teams into their organization, and establishing the appropriate structures and organizational culture needed to support model adherence.
- Assist and oversee the hiring of all supervisors and therapists, to recruit and retain staff more effectively.

- Monitor model adherence and case outcomes and work with national evidence-based program consultants and providers to implement ongoing training and technical assistance to address improvement needs.

The Service Provider will deliver the following services:

Thinking for a Change (T4C)

Thinking for a Change (T4C) is an evidence based cognitive behavioral intervention (CBI) designed to address and modify criminogenic thinking patterns while helping participants recognize and change harmful thoughts, feelings, and behaviors. Through cognitive restructuring, T4C aims to address antisocial attitudes and behaviors which lead to recidivism, noncompliance with court orders and/or further juvenile justice involvement. T4C incorporates 25 lessons held once to twice a week for up to 2 hours per session (50 hours of treatment per youth) in person in Chatham County at a facilitation space provided by the selected Service Provider. The project will serve a total of fifteen (15) youth, delivered in two (2) cohorts, over the course of the program year, which is June 1, 2026 to June 30, 2027. The ideal group size for effective delivery of the program is 8-12 participants per cohort. Anticipated outcome of this program is to see a reduction in recidivism and increase in successful compliance with court ordered conditions.

Criteria for T4C:

- Youth with high or moderate risk of reoffending and who exhibit high or moderate needs in social influence and/or anti-social behaviors or attitudes.
- Both males and females can participate.
- Ages 11-17

Key Program Components:

- Social Skills
- Cognitive Seld-Change
- Problem Solving

Key Skills Taught:

- Active listening skills
- Ability to give and receive feedback
- Recognize and restructure harmful thinking
- Manage feelings and responding to other's feelings appropriately
- Advance problem-solving skills

Proposed interventions are appropriate for delinquent youth. T4C has been rigorously researched and found to be effective for at-risk youth with histories of non-compliance and criminogenic thinking. The program is most effective when delivered with strict fidelity adherence and when arrangement of criminogenic needs is addressed. Thus, all practices proposed are evidence-based, can be delivered in the community, replicated in diverse communities, and target the issues proven to correlate with delinquency.:

5.5 **EXHIBIT A**

Data Definitions

"Successful" is defined as a youth upon discharge: who is not slated to attend a commitment program and the JPO/Judge is not considering recommending a short-term program admission or commitment for any charges.

"Unsuccessful" has two subcategories:

Non-Compliance- Referred back to the Juvenile Court:

- Youth started services, but now states they do not want to continue
- Youth or Family fails to comply with program requests and activities.
- Youth absconds/runs away and cannot be located within 2 weeks

Terminated/court order:

- Committed Status (review the court order)
- In Detention awaiting commitment
- Youth participation ended due to court action
- Charges filed to Adult Court

"Administrative Discharge" is defined as a youth who has started treatment (signed consent) but does not complete:

1. Inactive Status (MH/SA/Medical or Detention): For detention only if the youth is not able to meet at the detention setting for sessions and the stay is projected to be more than 2 weeks, with the understanding upon release youth will be readmitted to T4C .
2. Death: youth died while being served
3. Lost Jurisdiction: Juvenile Court jurisdiction is terminated by the Judge; or a youth has a charge that occurred prior to starting services and s/he is committed for that offense during treatment
4. Program Terminated Inappropriate Placement: a youth whose referral was pulled back by the juvenile probation officer. To use this reason the discharge must not be any later than 7 days into treatment.
5. Unable to Initiate Services: Referral accepted and attempts made to start with youth are unsuccessful, or for whom the Judge discontinues further treatment/disallows the original referral to the T4C Program. To use this reason the discharge must not be any later than 7 days into treatment.
6. Moved from the area prior to completing treatment.

**SECTION VI
EVALUATION AND AWARD
PROVIDER TO MANAGE THINKING FOR A CHANGE (T4C) PROGRAM**

- 6.1 EVALUATION:** Each response to this RFP shall be subject to the same review and assessment process. Proposals will be evaluated and ranked on the basis of points awarded by a technical review panel. A description of the factors which will be analyzed, and the relative weight accorded each factor follows. ***The County will not consider the proposal of any Offeror who lacks accreditation or authorization to provide the Consultant Services requested.***

STEP 1: PROPOSAL SUBMITTAL (TOTAL POSSIBLE POINTS: 100).

<i>Evaluating Factor:</i>	<i>Points Possible:</i>
<i>Experience and Qualifications</i>	40
<i>Technical Approach</i>	40
<i>MBE/WBE Participation</i>	15
<i>References</i>	5

STEP 2- INTERVIEWS/PRESENTATIONS- IF REQUIRED (TOTAL POSSIBLE POINTS: 30)

6.2 CONTRACT AWARD:

Successful Proponent will be asked to submit his/her firms' contractual issues for consideration in the Chatham County contract. Proposals will become part of the contract.

No work shall be performed under the contract until a contract has been fully executed by both parties. A notice to proceed will be issued by Chatham County.