

CASCADE COUNTY

REQUEST FOR PROPOSAL FOR

24/7 SOBRIETY PROGRAM

April 2019

**REQUEST FOR PROPOSAL FOR
24/7 SOBRIETY PROGRAM
CASCADE COUNTY, MONTANA**

Title: 24/7 Sobriety Program, Cascade County, Montana

Issue Date: April 2019

I. INTRODUCTION, BACKGROUND, & PURPOSE.

In 2011, the Montana Legislature adopted the Montana 24/7 Sobriety and Drug Monitoring Program Act (“24/7 Sobriety Program”) to strengthen pretrial and post-trial options available to prosecutors and judges in responding to repeat DUI offenders or other repeat offenders who commit crimes in which the abuse of alcohol or dangerous drugs was a contributing factor in the commission of a crime. The 24/7 Sobriety Program authorizes a court to require twice daily testing for the presence of alcohol and drugs or when twice daily testing is impractical, transdermal alcohol monitoring or testing by other methods approved by the Montana Department of Justice. The Cascade County Sheriff’s Office desires to participate in the 24/7 Sobriety Program by designating a Contractor to administer the 24/7 Sobriety Program services. The purpose of this Request for Proposals (“RFP”) is to request proposals for consideration.

II. SCOPE OF WORK AND SERVICES TO BE PROVIDED.

The Respondent must be willing and able to provide the following specified services, tasks or work products:

- Operate a program which provides breath testing twice daily at 12-hour intervals. Twice daily breath testing hours of operation will be between the periods of 07:00 a.m. and 09:00 a.m. and 07:00 p.m. and 09:00 p.m.
- Operate 365/366 days a year, including holidays.
- Provide space for testing participants within the Great Falls city limits.
- Enroll participants using the Montana Department of Justice forms.
- At the Respondent’s expense, require staff to attend any training the Cascade County Sheriff’s Office and *Intoxilyzer* determines is required and maintain current training records/standing.
- Use “IntoxiTract” software system for tracking participants.
- Provide and use portable breath tests from *Intoxilyzer*.
- Provide supplies for equipment (i.e. breath tubes, calibration tank, etc.).
- Keep all equipment calibrated and up-to-date.

- Provide copies, postage, office supplies at Respondent's expense.
- Report violation within 72 hours to appropriate Cascade County or Great Falls City Attorney's Office.
- Be available to testify in court regarding 24/7 Sobriety Program violations.
- Work with the Cascade County Sheriff's Office to take 24/7 Sobriety Program violators into custody.
- Comply with all Montana laws, rules, regulations, and ordinances as they relate to the 24/7 Sobriety Program.

III. PROPOSAL CONTENT.

All proposals should be concise and clear and should convey all the information requested by Cascade County. Emphasis should be on completeness and clarity of content. The successful response will demonstrate the Respondent's ability to comply with Montana Department of Justice recordkeeping and timely notification of violations, and demonstrated program administration experience.

It is requested the following section headlines are used in response to this RFP:

- Statement of Qualifications
- Understanding of the Project
- Treatment of the Issues
- Staffing Pattern
- Cost of Proposed Service Administration
- Appendix

A. Statement of Qualifications.

Each Respondent must demonstrate its organization's competence, qualifications, and ability to perform the services requested in this RFP. Requested information shall include (1) business entity's legal name, address, and telephone number; (2) the principle(s) of the business entity, their experience and qualifications; (3) experience and qualifications of the staff to be assigned the work; (4) description of the business entity's prior experience, including any similar services provided, size of community, average daily participant numbers, location, and total service cost; (5) references; (6) past experience assisting law enforcement taking violators into custody.

Each Respondent must provide a copy of and maintain all necessary licenses, accreditations and certifications in accordance with the Montana laws, rules, regulations and ordinances.