



STATE OF
NEBRASKA
JUDICIAL BRANCH

Administrative Office
of the Courts & Probation

Adult Electronic Monitoring Request for Proposal (RFP)

Service Period: July 1, 2021 – June 30, 2023

December 1, 2020

TABLE OF CONTENTS

	<u>Page Number</u>
SECTION 1	
Introduction	1
A. Introduction	
B. Evaluation	
SECTION 2	
Instructions and Procedures	2
A. Necessary Documents	
B. Specifications	
C. Questions	
D. Subcontractors	
E. Vendor Certification	
F. Preparation of the Response	
G. Response Requirements	
SECTION 3	
Specifications	4
A. Introduction and Overview	
B. Locations	
C. EM Services	
D. Monitoring Specifications	
E. Technical Specifications	
F. Vendor Obligations	
G. AOCB and Field Staff Obligations	
H. Staff Qualifications	
I. Pricing/Cost	
J. Service Definition	
K. Adult Electronic Monitoring Response Matrix	
SECTION 4	
Response Evaluation Criteria	14
SECTION 5	
Timeline / Submittal Documents	15
*APPENDIX A-B	16
Submittal Letter / Vendor Profile	
*APPENDIX C	19
Service Specific Response Form	

****PDF SUBMITTAL FORMS ARE LOCATED ON THE SUPREME COURT WEBSITE UNDER CONTRACTING OPPORUNITIES.***

<https://supremecourt.nebraska.gov/contracting-opportunities>

SECTION 1 INTRODUCTION

A. **Introduction**

The Nebraska Administrative Office of the Courts & Probation (AOCP) is issuing this Request for Proposal (RFP) in order to contract with trained and experienced vendor(s) to provide continuous Electronic Monitoring (EM) services to adults on probation or participating in problem-solving court for the period of July 1, 2021 through June 30, 2023 with an option to extend for two additional two-year terms. The Service Definition detailed in this RFP contains the mandatory minimum requirements vendor(s) must meet in order to provide such services for the AOCP.

B. **Evaluation**

Responses will be evaluated based upon the criteria outlined in Section 4 of this document and scored accordingly. Contracts may be entered into with high scoring vendor(s) whose submissions are determined to be the most advantageous to the AOCP, taking into consideration the evaluation factors set forth herein. AOCP reserves the right to contact individual references and to consider other sources of information to determine evaluation scores.

AOCP may reject any or all responses or parts thereof and/or cancel this RFP and re-solicit, if such action is in AOCP's best interest. AOCP may waive informalities and minor irregularities on responses received. This RFP does not commit AOCP to award any contract or to pay any costs incurred in the preparation of responses.

**SECTION 2
INSTRUCTIONS AND PROCEDURES**

A. Necessary Documents

Vendors who wish to submit a response shall complete all necessary documentation as identified in Section 5 of this RFP.

B. Specifications

The specifications included in this RFP provide adequate information as to whether or not Vendor can meet the needs of AOCF. Deviations from the specifications may result in lower scores or be grounds for disqualification.

C. Questions

AOCF believes this RFP contains sufficient information to respond and will not be accepting questions or comments regarding the RFP.

D. Subcontractors

All direct service rights or obligations that will be assigned, delegated, or subcontracted in whole or in part, must be identified in the RFP response.

E. Vendor Certification

By submission of a response, Vendor certifies that Vendor has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

F. Preparation of the Response

Vendors are expected to examine the Service Definition, rules, documents, forms, specifications, standard provisions, instructions, and review its response for accuracy before submitting its response: Failure to do so may result in lower scores or be grounds for disqualification.

G. Response Requirements

Email submittal documents with the following attachments to:

1. nsc.contractingopportunities@nebraska.gov
2. The Subject Line in the email for submissions must include the title of the contracting opportunity (Adult Electronic Monitoring RFP) and your organization's name (e.g. Adult Electronic Monitoring-ABC Monitoring)
3. Submittal documents should be attached to the email and named pursuant to the naming conventions listed below.

- Appendix A-B - Submittal Letter and Vendor Profile: *vendorname-AppendixA-B.pdf*
- Three (3) Professional Letters of Recommendation: *vendorname-Recommendations.pdf*
- Appendix C- Response Form: *vendorname-AppendixC.pdf*

Pdf forms of Appendix A-B, and Appendix C can be found on the Nebraska Supreme Court website under Contracting Opportunities:

<https://supremecourt.nebraska.gov/contracting-opportunities>.

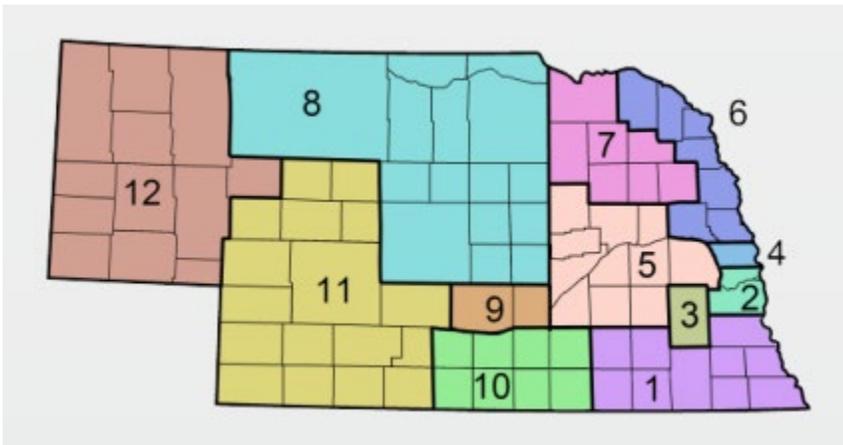
SECTION 3 SPECIFICATIONS

A. Introduction and Overview

The AOCB is issuing this RFP for vendors trained and experienced in the provision of adult EM services for justice-involved individuals and management of the accompanying equipment. AOCB uses two (2) types of EM devices designed to enhance supervision: Radio Frequency and Global Positioning System, which require a tamper-proof monitoring anklet/wristlet to be worn by the individual twenty-four (24) hours a day, seven (7) days a week, as directed by the sentencing court or sanctioning officer. Preference will be given to vendors who can provide both types of EM to adult individuals on probation or participating in problem-solving courts throughout the state of Nebraska, utilizing the newest and most sophisticated devices on the market. Although cost is a significant consideration, product reliability, company financial stability, staff knowledge, customer service, number of locations served, and ability to work effectively with a diverse population are also critical to the successful operation of EM services.

B. Locations

Installation locations include, but are not limited to probation offices, courts, jails, prisons, transitional living homes, or treatment centers. Consideration will be given to those vendors who can provide the service statewide, or in multiple Districts (see below for the District map).



C. **EM Services**

1. Service Definition: See Section J.

2. Radio Frequency (RF):

Designed to monitor the departure and return of individuals from their residence and allows for daily schedules and curfews to be set. Use of RF is intended for individuals who are in need of stabilization, structured scheduling, and meet one or more of the criteria below:

- a. Currently under supervision for a property crime
- b. Have a history of missing appointments, including employment
- c. Struggle with time management, life management or substance use
- d. Experience overall irresponsibility and instability.

3. Global Positioning System (GPS):

Designed to monitor the whereabouts of individuals on a real-time basis and can include inclusion and exclusion zones. Use of GPS is intended for individuals who pose a potential threat to community safety and meet one or more of the criteria below:

- a. Currently under supervision for a crime involving a victim, including DUI III and above
- b. Have a history of violence (current or prior conviction within the last 3 years)
- c. Have a known or suspected gang affiliation as verified by law enforcement
- d. Have a history of drug distribution (current or prior conviction)
- e. Currently participating in the Transitional Intervention Program

4. Target Population and Eligibility:

While the use of an EM device does not guarantee community safety or exclusively manage behavior on its own, such monitoring does enhance an individual's ability to be supervised in the community while participating in prosocial activities. Referral to either RF or GPS requires a court order to EM as either a probation condition or a modification due to sanction and is intended for individuals:

- a. With a score of 20 or higher on the Level of Service/Case Management Inventory (LS/CMI)
- b. With a Nebraska Adult Probation Screen (NAPS) Score who are supervised at the Community Based Intervention (CBI) level or higher
- c. With high-risk felonies and limited misdemeanors (Domestic Violence, Sex Offender, DUI III)
- d. Currently participating in problem-solving court or post-release supervision (PRS)
- e. Discharging from jail or prison to PRS

Additionally, the sentencing court or sanctioning officer may request Shared Monitoring of GPS participants, which also requires a court (or modification) order and allows external agencies, with a signed Interagency Data Access Agreement with AOCF, access to the EM data of certain high-risk authorized individuals whose documented behavior patterns indicate a propensity for violence. Shared Monitoring permits a pre-approved agency read-only access to the EM software including the individual name, address, tracking data, assigned inclusionary and exclusionary zones, currently assigned equipment, and alerts that have not been cleared by the supervising officer. Such access restricts the requesting agency from receiving any alerts, running a report or making any changes within the individual data record or software system

Estimates of the number of individuals who may qualify for EM at the time of this RFP range from 100-250. Qualifying for EM services does not mean referral to service. As the number of individuals on EM can fluctuate, the AOCF cannot guarantee a minimum nor does it guarantee utilization of a contract.

5. *Financial Responsibility

Individuals will be held financially responsible for the loss or damage to the equipment caused by him/her or others.

Use of EM shall be an administrative cost to the AOCF for individuals meeting the target population and criteria as defined above. Such coverage is to be provided within the following thresholds:

- a. Administrative payment for RF up to 180 days; any remaining balance shall be an individual cost and subject to the sliding fee scale.
- b. Administrative payment for GPS (including Shared Monitoring) up to 365 days; any remaining balance shall be an individual cost and subject to the sliding fee scale.

*Individuals court ordered to EM who do not meet the target population and/or criteria shall be responsible for the cost of EM and subject to the sliding fee scale as provided by the AOCF prior to execution of any contract.

D. Monitoring Specifications

1. Vendor shall provide central monitoring services 24 hours per day, 365 days per year without interruption and have a person available for questions and technical support via telephone, toll-free.
2. Vendor must provide a GPS mobile application that is available at no extra cost.
3. Probation staff must be able access the central monitoring service system over a wireless network at all times.
4. The central monitoring service system shall allow probation staff to transfer caseloads or cases to other staff.

5. The central monitoring service system shall be programmed to store GPS location points at a minimum of one-minute intervals throughout the day
6. Vendor must have the ability to set both inclusion (RF & GPS) and exclusion zones (GPS) and allow designated agency to modify those zones.
7. Vendor must have the ability to establish multiple curfews by the day of the week.
8. Ability to provide GPS and cell tower triangulation.
9. Vendor must be able to provide both current and historical information on the individual's movement to the AOCP.
10. Vendor must be able to archive individual movement data for five (5) years from the date the individual was terminated from probation.
11. Probation staff and vendor must be able to communicate real-time messages to the individual.
12. Vendor must identify chosen cellular network(s) and provide a map of the cellular telephone coverage area(s)

E. Technical Specifications

1. Transmitter Specifications:
 - a. The transmitter can be an ankle or wrist transmitter.
 - b. The device must be shock resistant, waterproof, and moisture proof.
 - c. Transmitter must have capability of running for at least 24 hours without having to be recharged.
 - d. If an ankle bracelet, must be lightweight and small enough to be worn under normal pants.
 - e. Technology allows unit be located in GPS-impaired environments such as car floorboards, buildings, and busses.
 - f. Preferable two-way communication to the individual; at minimum, one-way communication. The individual must be able to acknowledge one-way communication.
2. Violation Warnings:
 - a. Curfew (RF/GPS) – late returns or early departures
 - b. Cut/Tampered Strap Alert (RF/GPS) – strap is compromised
 - c. Receiver tamper (RF)
 - d. Low Battery/Receiver (RF/GPS) – battery is reaching critically low level due to individual not charging
 - e. Exclusion Alerts (GPS only) – zones prohibit entry into specific geographic areas
 - f. Inclusion Alerts (GPS only) – zone areas where the individual is to be at a specific time (work, school, treatment, home)
 - g. Lost signal/unable to connect (RF/GPS)

3. Mapping:
 - a. Ability to see one or more individuals (“associations”) near any address at any time
 - b. System shows speed, stops, and movement
4. Technology Upgrades:
 - a. The vendor will inform the AOCP of any changes, improvements or newest versions of the equipment available to their company.
 - b. The vendor must first seek approval from the AOCP and notify users via email before converting to such equipment.
 - c. Agreed upon upgrades must be offered at no additional cost.
5. Backup Data/Recovery:
 - a. Complete backup must be performed every night at two separate data centers.
 - b. The bidder shall provide uninterruptable power supply as a backup power source to prevent loss of information and in event of power loss.
 - c. Unit must be capable of storing data for a minimum of 72 hours in the event the communication to monitoring system is disrupted.
6. Equipment
 - a. All equipment provided shall remain the property of the vendor.
 - b. Proposals shall identify equipment make and model number.
 - c. Equipment must be the most current technology offered by the manufacturer to ensure a sustainable battery life, reasonable charging requirements for all equipment used and to maximize the efficiency and effectiveness of monitoring services.
 - d. Transmitter must be equipped with a battery warning time allowance (response should specify the time allowance).
 - e. GPS units must include motion detection and generate an alert when no motion is detected.

F. Vendor Obligations

1. Vendor will have a system to properly document, invoice, collect, and credit individuals. It is the vendor’s sole responsibility to collect funds when an individual is subject to the established sliding fee scale.
2. Vendor will provide orientation training to probation staff at up to 12 locations across the state (as defined by the AOCP) and as needed prior to a change in the monitoring reports or process.
3. Vendor will continue to provide training, at the request of the AOCP, to new officers utilizing EM services and pre-approved agency staff person(s) for Shared Monitoring.

4. Vendor must install and remove the RF and GPS device. Installation locations may include, but are not limited to, probation offices, Courts, jails, and correctional facilities within Nebraska.
5. Vendor is expected to provide installation and removal seven (7) days per week, including holidays. Weekday availability shall include the hours of 7:00 a.m. through 7:00 p.m. and weekend availability shall be for a minimum of four (4) consecutive hours each day (e.g. 10 a.m. – 2.:00 p.m.).
6. Vendor will complete installation on the day of release from a facility or if EM is to be applied as sanction, installation shall occur within 48 hours (at the latest) of sentencing or court order or as instructed by the sanctioning officer.
 - a. Installation includes reviewing rules and program expectations with each individual, including responsibility for lost/damaged equipment and associated costs.
 - b. Installation includes putting on the RF or GPS device.
 - c. Installation includes entering inclusion and exclusion zones provided by probation staff into vendor's GPS tracking system.
 - d. Installation includes entering curfew schedules provided by probation staff into vendor's GPS tracking system.
 - e. Vendor shall remove the RF or GPS device only upon request by the probation officer or other AOCB staff.
7. Vendor will assign each supervising officer and pre-approved agency staff person(s) for Shared Monitoring a unique User Name and Password access to the central monitoring services system.
8. Vendor is responsible for maintenance of the equipment, including managing low battery alerts and battery replacement as necessary so *monitoring is not interrupted*.
9. Vendor shall repair and/or replace defective or malfunctioning parts and/or equipment *immediately* after the notice or knowledge of a malfunction or failure that may impede or interrupt EM services.
10. Vendor shall maintain an inventory of equipment and devices sufficient to meet more than the typical demand for equipment.
11. Vendor must use a tiered notification system. Notification should be by telephone, text, and/or email. The system shall have the ability to notify the supervising probation officer at one time, and then send a separate notification at a later time to a back-up probation officer or contact, etc. Notifications should not occur at the same to all contacts. Probation staff will provide vendor with the notification requirements prior to execution of any contract. Vendor should provide detailed information on its tiered notification system in its response to this RFP.
12. Vendor shall notify probation officer in the manner as outlined the Adult EM Response Matrix (see Section 3. K. for Level I and Level II violations).

13. Reporting

- a. The vendor shall provide reports summarizing participant's adherence to curfews.
- b. Vendor must be able to generate standard reports to supervising officer, including number of individuals being monitored and the monitoring type (traditional GPS vs. shared monitoring), number of incidents, and number of days being monitored. Vendor shall include examples of such reports in its response to this RFP.
- c. Vendor shall provide a Monthly Equipment Summary Report with each invoice that includes number of units used by District, number of new installs, number of disconnects, and number of active individuals by monitoring type (traditional GPS vs. shared monitoring).
- d. Reporting may include ad hoc location reports, known as point tracking, which allow retroactive access to EM data via crime scene correlation technology and combines GPS tracking data with mapped coordinates of crime incident data at the request of the probation District or an external agency. The point-tracking search must include a definitive period and should disclose the purpose for the request. Point tracking requires judicial permission or a subpoena for information to be released.
- e. Ad hoc reports may be requested at any time by the AOCP.

14. Testimony

- a. Provide court testimony, as petitioned, at no cost to the AOCP.
- b. Must be able to substantiate, either through court-submittible documentation or expert testimony, that the services provided meet the established standards of accuracy and reliability as required by the courts.

G. AOCP and Field Staff Obligations

AOCP and/or field staff will be responsible for the following:

1. Complete the EM Referral Form indicating the type of EM service requested (RF, GPS, or Shared Monitoring of GPS) and any curfews and restrictions.
2. Notify vendor of date and location of hook-up and removal.
3. Advise individual of the process/rules for EM.
4. Determine who should receive notifications and alerts (e.g. officers/supervisors, weekends/weekdays).
5. Make contact with assigned individuals regarding alerts based upon the category of alert and case circumstances as outlined below and in the Adult EM Response Matrix (see Section 3.K.).
6. Upon notification by vendor, probation will immediately:

- a. Respond when vendor cannot resolve the issues as stated above within specified timeframe(s).
 - b. Manage all cut/tampered strap (GPS & RF)
 - c. Manage all exclusion zone violation (GPS)
 - d. Manage all inclusion zone violation – including late for curfew (GPS)
 - e. Manage all lost signal/unable to connect (GPS)
7. Request ad hoc reports from vendor as available related to community criminal activity and manage investigation process related to individuals, including approval of the Interagency Data Access Agreement as requested by external agencies.

H. Staff Qualification

Vendor staff shall be proficient in equipment installation and its associated technology and must able to provide technical assistance and support ensuring efficient and accurate functioning of the equipment. Provide resumes of the key personnel involved in the provision of services under this RFP.

Provision of EM services may require coordination with judicial facilities, having access to correctional facilities, and/or having access to judicial information or criminal history records for the purposes of security. Vendor agrees to cooperate with such requests and understands that AOCF may terminate contract if the results of the criminal history records check would disqualify the vendor or individual and there is no alternative.

I. Pricing / Cost

Vendor shall provide a set of pricing/fees associated with the provision of both RF (cell, Ethernet, and landline) and GPS monitoring services identified for this program as detailed in this RFP. Pricing/fees shall include the following:

1. One-time Install/Removal fee
2. Daily cost per individual monitored
3. Replacement cost for lost/damaged equipment*
4. Any ancillary fees

The AOCF shall not pay for mileage, meals, lodging, taxes, and fees.

****The AOCF will not reimburse for lost/damaged equipment.***

J. Service Definition

Service Name	Adult Electronic Monitoring
Category	Supportive Service (non-clinical, non-treatment)
Setting	Community-based
Facility License	Licensure is not required for this service
Service Description	<p>Electronic monitoring (EM) is an electronic system for high-risk individuals to enhance community safety. EM provides the probation/problem-solving court staff member a notification, or alert, when a individual leaves his/her home when he/she is required to remain home or when the individual enters an exclusion zone (a geographic area where they are not permitted to go). There are two types of EM technology used by Probation: Radio Frequency (RF) and Global Positioning System (GPS).</p> <p>Radio Frequency (RF) is designed for individuals who are in need of stabilization and structured scheduling when outside of their residences. This technology tracks the departure and return of individuals from their residence and allows for daily schedules and curfews to be set. The targeted population includes individuals currently under supervision for a property crime; a history of missing appointments, including employment; struggles with time management, life management, or substance use; or overall irresponsibility and instability.</p> <p>Global Positioning System (GPS) is reserved for individuals who pose a threat to community safety, and includes sharing with law enforcement that GPS technology is in use. This technology tracks the whereabouts of a person on a real-time basis and can include exclusion zones. The targeted population includes individuals currently under supervision for a crime involving a victim; a history of violence (current or prior conviction within the past three (3) years); gang members (known or suspected affiliation verified by law enforcement); and individuals who have a current or previous conviction for the distribution/sale of drugs.</p>
Service Expectations	EM services are to be provided by providers who are selected through a competitive procurement process. Probation requires the use of the newest technologies and techniques within each type of monitoring in order to maximize the efficiency and effectiveness of monitoring individuals. Specific service expectations are specified in the applicable competitive procurement.
Service Frequency	The service is provided continuously while authorized by Probation, 365 days per year and 24 hours per day.
Length of Stay	As per the order of the sentencing judge or as sanctioned by the supervising probation/problem-solving court staff member.
Staffing	Electronic monitoring staff must be affiliated with selected RFP provider(s)
Staff to Client Ratio	No specific ratios outlined
Hours of Operation	Monitoring 365 days per year, 24 hours per day. Hookups and removal shall follow the terms outlined in the competitive procurement and associated Service Contract.
Service Desired Outcomes	Outcomes for this service include, but are not limited to, developing and following a daily schedule, avoiding exclusion zones, increasing overall accountability and compliance with terms of probation with a goal of successfully completing electronic monitoring services.
Unit and Rate	Rate is determined by the competitive procurement; please reference this applicable document for specifics.

K. Adult Electronic Monitoring Response Matrix

Violation Warnings	Description	Level of Violation	Vendor Response	Probation Officer
Cut/Tampered Strap	(GPS & RF) Strap is compromised, tamper suspected	Level 1	Immediately notify the officer via text, email, and/or phone call	Respond immediately upon notification by the Provider
Exclusion Zone	(GPS only) Exclusion zones prohibit entry into specific geographic areas such as a victim's home or when there is a no contact order, etc.		Immediately notify the officer via text, email, and/or phone call	Respond immediately upon notification by the Provider
Inclusion Zone	(GPS only) Inclusion zones are areas such as work, school, treatment, and home where the individual is to be at specific times; includes unauthorized leave from home		Immediately notify the officer via text, email, and/or phone call	Respond immediately upon notification by the Provider
Curfew	(GPS only) Indicates late returns after a curfew or during a restricted period (failed to enter home)		Immediately notify the officer via text, email, and/or phone call	Respond immediately upon notification by the Provider
Lost Signal/Unable to Connect	(GPS only) Unit has a weak signal, satellite reception is lost or individual is no longer being tracked due to bracelet shut down or dead battery		Immediately notify the officer via text, email, and/or phone call	Respond immediately upon notification by the Provider
Curfew	(RF only) late returns after a curfew or during a restricted period (failed to enter home)	Level 2	If unable to resolve within 30 mins. of the act, notify the officer via text, email, and/or phone call	Respond immediately when Provider cannot resolve issues within contract timeframe
Lost Signal/Unable to Connect	(RF only) Unit has a weak signal, satellite reception is lost or individual is no longer being tracked due to bracelet shut down or dead battery		If unable to resolve within 30 mins. of the act, notify the officer via text, email, and/or phone call	Respond immediately when Provider cannot resolve issues within contract timeframes
Receiver Tamper	(RF only) Receiver is compromised		If unable to resolve within 30 mins. of the act, notify the officer via text, email, and/or phone call	Respond immediately when Provider cannot resolve issues within contract timeframes
Unable to contact	(RF only) Receiver has not called into the data center		If unable to resolve within 30 mins. of the act, notify the officer via text, email, and/or phone call	Respond immediately when Provider cannot resolve issues within contract timeframes
Low Battery (Receiver or Bracelet)	(RF/GPS) battery life is reaching critically low level (less than 20%) due to individual not charging	Other	Manage and replace as needed; notify the officer via text, email, and/or phone call	Respond when Provider cannot resolve issues within contract timeframes

SECTION 4
RESPONSE EVALUATION CRITERIA

Responses will be evaluated through in depth analysis and will be based on the following criteria:

- A. How well vendor follows the RFP directions (max of 18 points)
- B. Vendor's demonstration of understanding the Service Definition requirements (max of 30 points)
- C. Vendor's demonstration of expertise in the subject matter and the application of the service (max of 30 points)
- D. Vendor's experience with target population (max of 18 points)
- E. Vendor's Letters of Recommendation, reputation, professionalism, and completeness of response to RFP (max of 18 points)
- F. Vendor's ability to provide service to multiple Districts (max of 25)
- G. Pricing: Is the pricing inclusive of all the RFP requirements? Does the pricing appear fair and consistent with current rates in the industry? Is the pricing advantageous to the AOCP? (max of 25)

The total possible evaluation points per scorer is 164. There are five evaluators and the total possible points is 820.

**SECTION 5
TIMELINE / SUBMITTAL DOCUMENTS**

A. Timeline

1. Vendor Submittal Documents are due no later than **12:00 p.m. (“Noon”) Central Standard Time, Friday, January 29, 2021.**
2. Responses will be evaluated from February 1, 2021 through April 26, 2021. During this time, Probation may require vendor to accommodate further discussions with evaluation team. Vendor(s) will be notified in writing or by phone if this is requested. Discussions may be conducted with vendor(s) for the purpose of clarifying responses to ensure the evaluation team has a full understanding of the responses to this RFP. In conducting discussions, there shall be no disclosure of any information derived from responses submitted by competing vendors during the evaluation process. However, once this competitive procurement process is complete, all records and associated contracts are considered public record and may be released to third parties upon appropriately submitted public records request(s). Probation reserves the right to conduct discussions if determined necessary. Discussions shall not constitute a contract award nor shall they confer any property rights on a vendor. Award may be made without discussions, therefore, offers shall be submitted complete and on most favorable terms.
3. The vendor(s) selected to provide the work associated with the requirements in this RFP will be notified via email on or around April 26, 2021. Contract negotiations will follow with an anticipated start date of July 1, 2021.
4. Contractors not selected to provide the services specified in this RFP will be notified via email by May 1, 2021.

B. Submittal Documents

Email submittal documents with the following attachments to:

1. nsc.contractingopportunities@nebraska.gov
2. The Subject Line in the email for submissions must include the title of the contracting opportunity (Adult EM RFP) and your organization’s name (e.g. Adult EM RFP-ABC Monitoring)
3. Submittal documents should be attached to the email and named pursuant to the naming conventions listed below.
 - Appendix A-B Vendor Submittal Letter and Profile: *vendorname-AppendixA-B.pdf*
 - Three (3) Professional Letters of Recommendation: *vendorname-Recommendations.pdf*
 - Appendix C-Service Definition Response Form: *vendorname-AppendixC-ServiceName.pdf*

**APPENDIX A
SUBMITTAL LETTER**

Suzanne Eggert
Contracts & Grants Manager
Administrative Office of Probation
521 S. 14th St., Ste. 220
Lincoln, Nebraska 68508

Dear Ms. Eggert:

In response to your Request for Proposal (RFP), this response is submitted for the following vendor: _____.

Agency/Organization

Individual Vendor

In submitting this response, I hereby certify that the RFP has been read and understood and I will comply with the requirements set forth in the RFP, the materials requested by the RFP are enclosed, all information provided is true, accurate and complete to the best of my knowledge, and this response is submitted by, or on behalf of, the party that will be legally responsible for service delivery should a contract be awarded.

Signature of Authorized Official

Date

Name of Signatory: _____

Vendor: _____

Title: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Federal Employer
ID# or SSN#: _____

APPENDIX B
VENDOR PROFILE/REQUIREMENTS

PROVIDER'S LEGAL NAME: _____

Responses to the following questions or statements should fit in the space provided.

1. What is vendor's physical address, mailing address, telephone number, and fax number?
2. Who will be the primary point of contact (must be authorized to negotiate a contract) during the evaluation process? (Please provide name, title, phone number, e-mail address, fax number, and mailing address.)
3. Provide a brief history of vendor's business.
4. Indicate the total number of employees and their distribution by function.
5. Comment on any partnership(s) with other vendors.
6. Has vendor had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract? If yes, please provide detailed explanation.
7. List any background checks that are run on employees when hired. Also include what vetting procedures and background checks are done on subcontractors prior to contracting with them.
8. Vendor shall provide three (3) Letters of Recommendation (see Submittal Documents in the RFP). Recommendations from Probation staff and Judges will not be accepted.
9. Vendor will be responsible for obtaining and maintaining general and professional liability insurance at \$1,000,000 per occurrence and \$3,000,000 aggregate levels while providing services to Probation. Vendor agrees: Yes No
10. Vendor, facilitators, substitutes, and subcontractors responsible for direct service provision are required to be a Registered Service Provider with the Nebraska Office of Probation Administration. Vendor agrees: Yes No
11. Describe vendor's experience with the target population. Also include information about vendor's knowledge of and experience with criminogenic risk and coaching techniques.

12. If selected to provide the contracted service, vendor will be required to submit invoices for payment using a Probation-supplied invoice template.

Check this box to indicate vendor acknowledgement of this requirement.

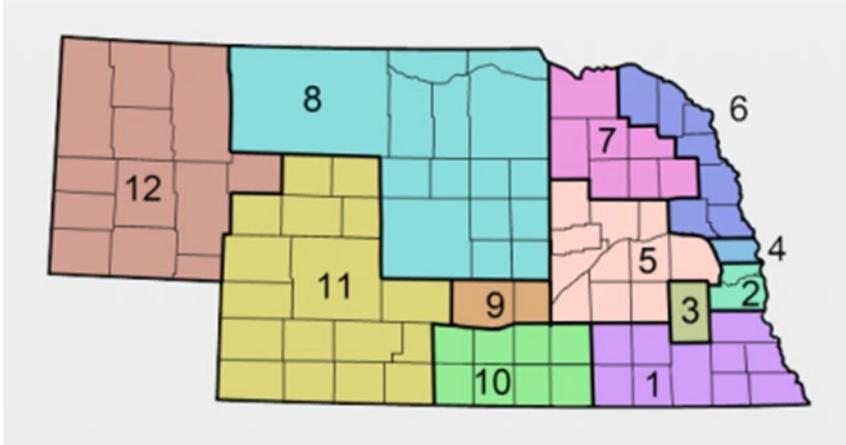
13. If selected to provide the contracted service, vendor will be required to use a sliding fee scale and to collect payment directly from the individuals ordered to be monitored..

Check this box to indicate vendor acknowledgement of this requirement.

**APPENDIX C
SERVICE SPECIFIC RESPONSE FORM**

PROVIDER (AGENCY) NAME: _____

LOCATION: Check the box next to the location(s) that you are willing to provide the service. *Note: If chosen for a contract, it may not be for all locations you selected.*



District	Location (check all that apply)
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
Statewide	<input type="checkbox"/>

SERVICE PROVISION:

Describe how you will meet all of the requirements set forth in this RFP. Answers should relate back to Section 2.G: Response Requirements and Section 3: Specifications (attach additional pages as necessary, but submit as one pdf named pursuant to the requirements specified in Section 5).