



REQUEST FOR PROPOSALS (RFP): *Court Assessments*

Pre-Proposal Conference Held: March 13, 2024 | 10 a.m.

BHSB Facilitators:

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QUESTIONS AND ANSWERS

Posted: March 19, 2024

Will only one applicant be selected?

Yes. This RFP seeks to identify one court assessment provider.

Can LCSW-Cs and LCPs qualify as supervisors for this project?

Yes, as long as they are Alcohol and Drug Approved Supervisors certified by the Maryland Department of Health Board of Professional Counselors and Therapists.

Where will court assessments be conducted?

If the person needing assessment is detained, they will be assessed at the detention facility. If the person is in their community, the assessment still should take place at the courthouse. However, virtual assessments are also an option.

Will staff travel to conduct the assessments?

Staff will need to travel to detention centers as needed. Staff will travel to their assigned courthouse and may need to travel between courthouses if coverage is necessary at another location.

Will staff have to be employed before submitting the application?

No. However, staff must be employed by the start of service. Please be sure your staffing narrative is clear in your proposal, particularly if you intend to hire the needed staff after submitting the application.

What equipment/infrastructure is already on site at the courthouse (i.e. computers, WIFI access)?

Circuit Court Baltimore City provision

- Internet service
- Small desk
- File cabinet
- Small side table
- Small waiting area style chair

Eastside District Court provision

- Internet service is not provided by this court location
- File cabinet
- Two desks
- Two office chairs
- Two waiting area size chairs
- Bookshelf
- Industrial grade heater

Wabash District Court provision

Internet service is not provided by this court location

file cabinet

desk

office chair

one small table

two conference style chairs

bookshelf

Hargrove/ Patapsco District Court provision

Internet service is not provided by this court location

file cabinet

desk

one waiting area size chair

one side table

bookshelf

Will we be able to receive proposal feedback after submission?

Yes. If you receive a non-selection letter, you will be invited to request feedback. Even if you receive a selection letter, you may request feedback as a courtesy by emailing Procurements@BHSBaltimore.org.

My organization a reentry program with wraparound support for released. Is that a conflict of interest to do these assessments?

No. However, it would be a conflict if an organization were to perform the assessment and then refer consumers to its own program(s).

End of Questions and Answers