SOCIAL SERVICES DIVISION

MEMORANDUM

DATE: June 9, 2017

TO: Gregory Pease, Chairman
Professional Services Evaluation Committee

FROM Johnnetta Moore, Chief, Social Services Division
Ruben Bryant, Assistant Chief, Department of Corrections, Jacksonville Sheriff's Office

SUBJECT: P-58-17 Substance Abuse Education/Information, Treatment, Case Management and Aftercare Program for Adult Inmates within the Duval County Correctional System

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Please take appropriate action to issue a Request for Proposal (RFP) for the referenced professional services.

The following information is furnished in accordance with chapter 126.302 of the City Ordinance Code.

1. **The general purpose of the service or study:**
   The Current In-Jail Substance Abuse Education/Information, Treatment, Case-management and Aftercare project expires September 30, 2017. The purpose of the re-issuance of an RFP is to solicit proposals and bids for continuation of the program beginning October 1, 2017 with some modifications to the Scope of Services.

2. **The Objective of the study or services:**
   To make licensed substance abuse prevention services and resource information available to all adult inmates of the county's correctional facilities; to operate a licensed 135-bed Therapeutic Community intensive substance abuse treatment program for selected sentenced male and female inmates; to provide case-management and post-incarceration aftercare services for program participants who successfully complete in-jail treatment; to track inmates' rehabilitation during treatment and for one year following release from incarceration; and to evaluate the success of the program based upon inmates' ability to successfully reintegrate within the Jacksonville community by remaining arrest-and–drug free.

3. **The estimated period of time needed for the service or study:**
   The program resulting from the new RFP will begin on October 1, 2017 and will be in effect until September 30, 2022. Continuation of the program will be contingent upon annual contract renewal approval by PSEC and the Mayor, and upon continuation funding as appropriated by the Jacksonville City Council.

4. **The estimated cost of the service or study:**
   The estimated cost of the program during FY 2017/2018 is $1,580,000.00 with a 3% increase each fiscal year for the next four year renewal periods.

5. **Whether the proposed study or service would or world not duplicate a prior or existing study or service:**
   The proposed services will not duplicate any existing services

6. **List of current contracts or prior services or studies which are related to the proposed study or service:**
   The Social Services Division has coordinated implementation and operation of the existing program since 1991.

7. **A statement as to why the service/study cannot be done by department or agency staff:**
   The Social Services Division does not have the in-house capabilities to provide these services.

8. The **names** and **telephone numbers** of **two** representatives from the using agency designated to serve on the evaluation committee as subcommittee members
   A subcommittee composed of Johnnetta Moore, Chief, Social Services Division, 630-4720 and Ruben Bryant, Assistant Chief, 630-2873, Department of Corrections, Jacksonville Sheriff's Office

9. A project funding account number:
   RPBH011CJ-03109

10. The **names** and **email addresses** of **specific consultants** the using agency wishes to be included in the solicitation process.
    List attached.

11. A signed statement to the effect the individuals responsible for developing the scope and Certification letter and the two individuals named herein to serve as subcommittee Members, have read and understand the Procurement Manual and Procurement Committee Guidelines dated August, 2013

    (See: http://inside.coj.net/op/pr/default.aspx)

Johnnetta Moore — Chief

Subcommittee Member Signature — TITLE

Subcommittee Member Signature — TITLE

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