Request for Proposals

Professional Drug Testing and Monitoring Services

HANCOCK COUNTY is requesting proposals from qualified collection agencies and individuals for monitoring services related to Hancock County Youth Court, including the following services: 1) Drug Testing; 2) Provide proper officials with results of drug testing; 3) Maintain strict confidence and privacy in respect to both the personal identity and test results of those being tested; 4) Provide house arrest monitoring; and 5) Monitor employees of the agency at all times to ensure that all contact with those being tested and/or monitored is carried out in a polite, courteous, and helpful manner. Firms or individual proposing to furnish such, should submit a statement of their qualification and experience, as well as that of all of their pertinent personnel. Proposals will be evaluated by a selection team on the basis of the following criteria and ranked by an assigned point system. 1) Knowledge and experience providing services related to drug testing and monitoring; 2) Technical competence of staff and principals (qualifications); 3) Personnel resources and assessment ability; 4) Professional history; 5) Competence to perform the services stated above; and 6) Costs itemized for each of the services listed above, and the total cost. Firms will be evaluated and ranked using the above criteria. Information on the types of drug testing services requested can be obtained from the County by prospective bidders via the Youth Court system. Hancock County and/or the Court reserves the right to negotiate compensation for each of those services with the selected firm. Hancock County reserves the right to reject any or all proposals and to waive any irregularities or formalities in proposal process, and to reject any and all proposals. By submitting a proposal, the proposing entities or persons waive any right to seek damages related to their proposal, and acknowledge the County’s right to reject any or all proposals, or portions thereof. Hancock County further reserves the right to engage entities or firms for only some of the services listed above. Hancock County is an equal opportunity employer. All proposals should be sealed and properly labeled “Professional Drug Testing Monitoring Services - Hancock County Youth Court.” All proposals shall include evidence of the entity or person’s license and ability to perform the requested services in the State of Mississippi. Proposals shall be addressed and delivered to Kathleen Brooks no later than 10:00 a.m. on August 17, 2015. RFP’s may be mailed or hand-delivered to: Attention: Office of the County Clerk, 854-A Highway 90, Bay Saint Louis, MS 39520. Any mailed or hand-delivered proposal must actually be received by the County Clerk prior to the August 17, 2015, 10:00 a.m. deadline. The name and mailing address of the firm or individual submitting the proposal should appear on the face of the envelope. Please submit any questions you have concerning this matter via U.S. Mail, postage prepaid to the Office of the County Clerk at 854-A Highway 90, Bay Saint Louis, MS 39520

Lisa Cowand, President

Board of Supervisors

Hancock County, Mississippi

By: Kathy Brooks, D.C.

2ts; July 18 and July 25, 2015