

**Request for Quotes**  
**4/1/2022 – 3/31/2023 Contract Year**

Agency: Carl D. Perkins Job Corps Center  
478 Meadows Branch  
Prestonsburg, KY 41653



**This is a Subcontracting Opportunity**

**I. SOLICITATION**

This Request for Quote is provided for **Mental Health services** located on the center as set forth below in the SOW for the Carl D. Perkins Job Corps Center operated by Insights Training Group under Contract number DOL-ETA-17-C-0034 with the United States Department of Labor. The extent of the work is described below.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the solicitation. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes (RFQ). Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the RFQ. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if --

- (1) The bidder accepts all the terms and conditions of the request to quote. The full listing of the Terms and Conditions can be found on the Insights website at [www.insightssl.net](http://www.insightssl.net).
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by e-mail shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to **Montgomery.Julie@jobcorps.org**.

**1. REPRESENTATION**

**A. Specific Requirements**

1. The parties mutually agree that this agreement shall be in effect April 1, 2022, through March 31, 2023.
2. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
3. All conflicts and requests for interpretation or clarification shall be submitted to the Carl D. Perkins Job Corps Center Director.

**B. Specific Requirements**

The prospective offerors must take such steps as may be necessary to ascertain the nature and scope of the work.

- 1. Quotes must be submitted by Friday, April 1st, 2022, at 12:00pm EST.**
- 2. Once awarded, Contractor must be able to start work within (5) five business days.**

**C. Schedules and Delays**

The contractor shall, upon acceptance of award, perform the work or service in accordance with the Scope of Work, and start work on a date and time as set forth in the SOW within 5 (five) business days.

## **II. INSTRUCTIONS – QUOTE SUBMISSION REQUIREMENTS**

All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

1. Offerors must provide evidence of licenses, certification, and be registered in the State of Kentucky to perform the scope of work.
2. Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
3. Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Labor and materials cost must be detailed in the response when applicable.
4. A minimum 60-day bid guarantee is required.
5. Goods and services are sales/use tax-exempt.
6. Subcontractor must accept purchase orders with net terms.
7. Subcontractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9

## **III. SCOPE OF WORK (SOW):**

**The role of the Center's Mental Health Consultant is to provide mental health services to the students that will include but will not be limited to those health services specified in the Department of Labor, Job Corps Regulations (Title 20, Code of Federal Regulations,628), Job Corps Policy and Requirements Handbook, Chapter 6 2.8, Job Corps Health Program Guide, TAG 6-D2.3 and other Job Corps Health Directives.**

**Subcontractor shall provide mental health services for students, including but not limited to:**

1. **Assessment and possible diagnosis, to include:**
  - **Review Social Intake Form (SIF) or intake assessment performed by counseling staff of students who indicate mental health history current mental health problems, or who request to see the center mental health consultant within 1 week of arrival.**
  - **Mental health assessments with recommendations for referred students.**
2. **Mental health promotion and education, to include:**
  - **Minimum of a 1-hour presentation on mental health promotion for all new students during the Career Preparation Period with an emphasis on employability.**
  - **At least one annual center-wide mental health promotion and education activity.**
  - **Clinical consultation with Center Director, management staff and health and wellness manager regarding mental health related promotions and education efforts for students and staff.**
  - **Coordination with other departments/programs on center to develop integrated promotion and education services.**
3. **Treatment to include:**
  - **Short term counseling with mental health checks as needed. The focus of these sessions should be on retention and behaviors that represent employability barriers.**
  - **Collaboration with Trainee Employee Assistance Program (TEAP) Specialists in the short term counseling for students with co-occurring conditions of mental health and substance use.**
  - **Collaboration with center physician and health and wellness staff on psychotropic medication monitoring of stable students, with the advice of consulting psychiatrist, if appropriate.**
  - **Collaboration with counseling staff in developing and/or leading psycho-educational skill building groups to promote (e.g., relaxation training, anger management, mood regulation, assertiveness skills, handling relationships, sleep, hygiene, etc.).**
  - **Information exchange through regular case conferences between the center mental health consultant, counselors and other appropriate staff members based on individual student needs.**
  - **Crisis intervention, as needed**
  - **Referral to off-center mental health professionals or agencies.**

## **IV. INSURANCE**

Prior to starting any work or service physically on center, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate
- Workers Compensation and Employer's Liability – Amounts in coverage as required by the State of Kentucky compensation laws or union agreements. Employer's liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor's responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give PJCC at least (30) thirty days' prior written notice of cancellation or termination of coverage.

## **V. Termination of Agreement**

This agreement may be terminated by the center operator, or subcontractor upon thirty (30) days written notice. The notice shall be effective on the same date as duly posted in the United States mail, certified, addressed and postage paid. The notice shall be sent to the affected parties at:

To the center: Carl D. Perkins Job Corp Center  
Attn: Center Director  
478 Meadows Branch  
Prestonsburg, KY 41653

To the center operator: Insights Training Group LLC  
327 N. Main St.  
Marion, VA 24354

To Subcontractor: TBD

The center operator also reserves the right to terminate this agreement, in whole or in part, with or without notice.

## **VI. EVALUATION FACTORS FOR AWARD:**

1. INSIGHTS anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose quote is technical acceptable and the lowest price.

### **1. Invoicing/Certified Payroll**

Invoices shall be rendered by Contractor with net terms.

### **2. Indemnification**

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Insights Corporation, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

### **3. Facility Operating Hours**

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Manager in order to minimize disruption to center operations. All anticipated

interruptions to center operations shall have prior approval from the Maintenance Manager at least 36 hours in advance of the interruption.

## **IX. PERIOD OF PERFORMANCE**

Remuneration for services rendered will be proposed at a dollars-per-hour rate for:

- 1.) First Year of Base Period (April 1, 2021 through March 31, 2023)
- 2.) First Option Period (April 1, 2023 through September 30, 2024)
- 3.) Second Option Period (April 1, 2024 through March 31, 2025)
- 4.) Third Option Period (April 1, 2025 through March 31, 2026)

## **X. Attachment 1 – Contract Clauses by Reference**

This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full text. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at: [www.Insightsllc.net](http://www.Insightsllc.net).

## **XI. Attachments 2-5**

Attachment 2: Vicinity Map

Attachment 3: Site Plan

## **XII. Vendor's Proposal**

## 2. VICINITY MAP

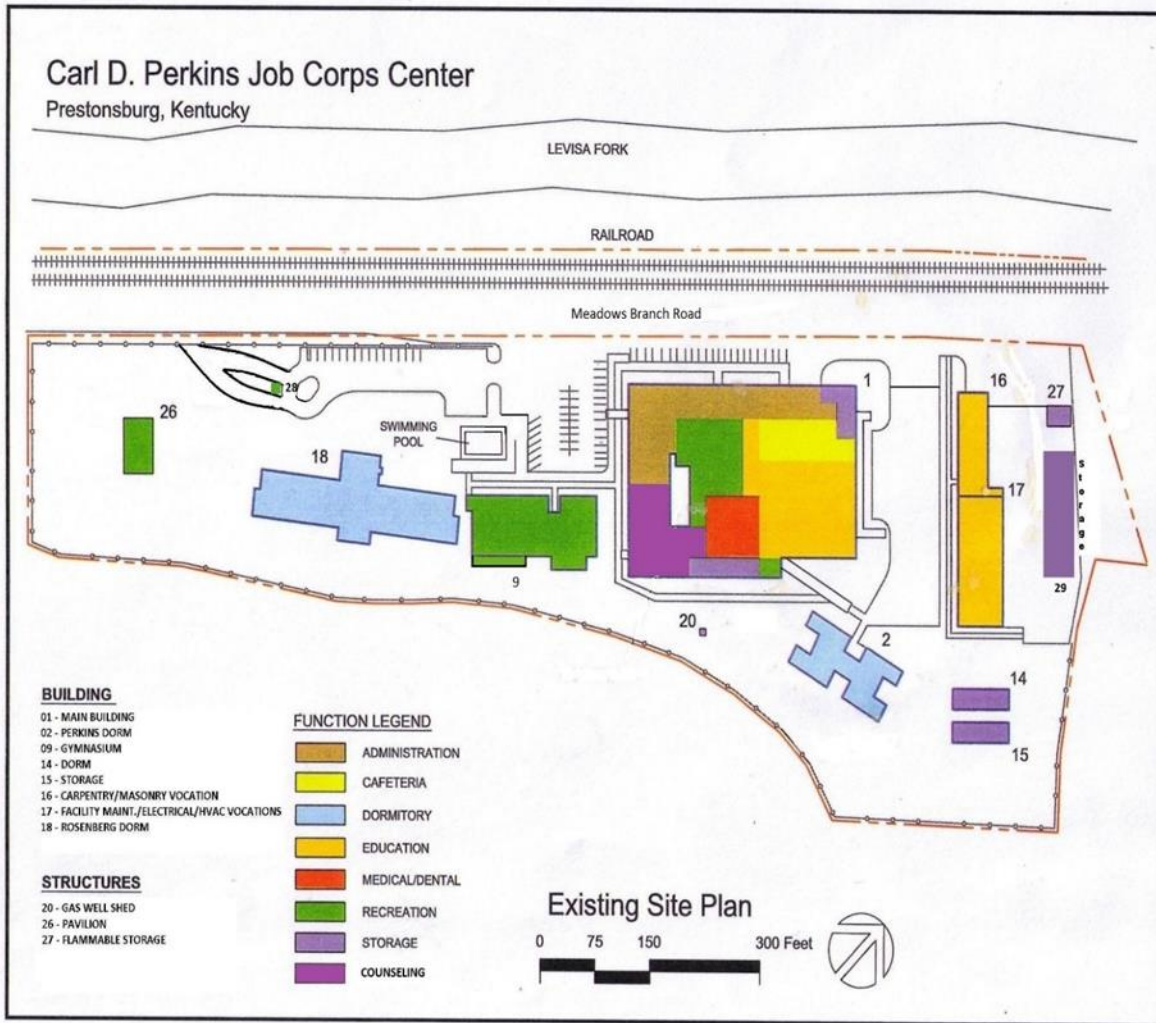


### VICINITY MAP

**Carl D. Perkins Job Corps Center  
Prestonburg, Kentucky**



### 3. SITE PLAN



**Vendor's Proposal**

**A. Mental Health Consultant's Information:**

**Name:** \_\_\_\_\_

**Address 1:** \_\_\_\_\_

**Address 2:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**B. Compensation**

1.) **First 2 Year Base Period – (April 1, 2021 through March 31, 2023) Remuneration for services rendered will be at the rate of [\$\_\_\_\_\_] dollars per hour for an average of (40) hours per week.**

2.) **Option Period 1 – (April 1, 2023 through March 31, 2024) Remuneration for services rendered will be at the rate of [\$\_\_\_\_\_] dollars per hour for an average of (40) hours per week.**

3.) **Option Period 2 – (April 1, 2024 through March 31, 2025) Remuneration for services rendered will be at the rate of [\$\_\_\_\_\_] dollars per hour for an average of (40) hours per week.**

4.) **Option Period 3 – (April 1, 2025 through March 31, 2026) Remuneration for services will be at the rate of [\$\_\_\_\_\_] dollars per hour for an average of (40) hours per week.**

\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Company**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, Zip Code**

\_\_\_\_\_  
**Phone#**

\_\_\_\_\_  
**Fax#**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Authorized Official (Signature)** **Date**

**Carl D Perkins Job Corps Center**

\_\_\_\_\_  
**ITG Corporate Finance**

**Date**

**\*Please include all licenses, relative past performance, pertinent credentialing, resume, and any applicable insurance coverages (i.e., general & malpractice).**