



THE COUNTY OF GALVESTON

VERONICA VAN HORN
INTERIM PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

July 21, 2025

Honorable County Judge
Honorable County Commissioners' Court
Galveston County Courthouse
Galveston, Texas 77550

RE: RFP #B232023 Substance Abuse Treatment Services for Adult Probation

The contracts associated with RFP #B232023 Substance Abuse Treatment Services for Adult Probation are scheduled for their first extensions on October 1, 2025. The contracted vendors for this service are listed below:

- | | |
|-------------------------------------|----------|
| • Alcohol/Drug Abuse Women's Center | #CM23466 |
| • ADAPT Programs, LLC | #CM23467 |
| • ADAPT Foundation dba Brazos Place | #CM23469 |
| • Bay Area Recovery Center, Ltd. | #CM23468 |
| • Gulf Coast Center | #CM23470 |

No amendments to the contracts have been requested at this time.

By consent, the Commissioners' Court agrees with the extension as stated and will receive and file these documents.

Respectfully submitted,

A handwritten signature in blue ink that reads "Veronica Van Horn".

Veronica Van Horn
Interim Purchasing Agent

Attachments

COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
GALVESTON COUNTY

715 19TH STREET
409-766-2425

GALVESTON, TEXAS 77550
FAX: 409-770-5530



Willie Lacy, Director

Francesco Coppola, Deputy Director
Shelly Thompson, Deputy Director

June 24, 2025

Ms. Tammy Dickey
Galveston County Purchasing
722 Moody, 5th Floor
Galveston, Texas 77550

Dear Ms. Dickey,

Galveston County Community Supervision and Corrections Department is requesting the follow Contracts from **bid RFP# B232023** be extended one year.

CM 23466	ADA Women's Center	Expires 09/30/2025
CM23467	ADAPT	Expires 09/30/2025
CM23468	BARC	Expires 09/30/2025
CM23469	ADAPT DBA Brazos Place	Expires 09/30/2025
CM23470	Gulf Coast	Expires 09/30/2025

Thank you for your assistance in this process. Please contact me if you have any further questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Shelly Thompson".

Shelly Thompson
Deputy Director
Galveston County Adult Probation
409-770-5505



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

June 25, 2025

Joe Gardizina
ADAPT Foundation, Inc. dba Brazos Place
1103 North Avenue H
Freeport, TX 77541

ceo@brazosplace.org

Re: RFP 232013, Substance Abuse Treatment Services for Adult Probation

Dear Mr. Gardizina,

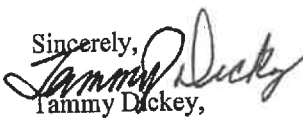
The resultant contract listed below is eligible for an extension period and requires a response from your company to initiate the next contractual period.

- | | |
|---------------------|--|
| • Contract Number | CM23469 |
| • Solicitation Name | Substance Abuse Treatment Services for Adult Probation |
| • Extension Period | October 1, 2025 – September 30, 2026 |

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Department prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter.

Sincerely,


Tammy Dickey,
Office Administrator
Galveston County

Accepted by (Signature)

06/30/25

Date

CEO

Title



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

June 25, 2025

Joe Gardzina
ADAPT Programs, LLC
2512 N. Velasco, Suite 300
Angleton, TX 77515

admin@adaptprograms.com

Re: RFP 232013, Substance Abuse Treatment Services for Adult Probation


Dear Mr. Gardzina,

The resultant contract listed below is eligible for an extension period and requires a response from your company to initiate the next contractual period.

- Contract Number CM23467
- Solicitation Name Substance Abuse Treatment Services for Adult Probation
- Extension Period October 1, 2025 – September 30, 2026

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Please contact the Purchasing Department with any questions regarding this matter.

Sincerely,

Tammy Dickey,
Office Administrator
Galveston County

Accepted by (Signature)

06/30/25

Date

CEO

Title



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

June 25, 2025

Joe Shipley
Bay Area Recovery Center, Ltd.
4316 Washington St.
Dickinson, TX 77539

joe@bayarearecovery.com

Re: RFP 232013, Substance Abuse Treatment Services for Adult Probation


Dear Mr. Shipley,

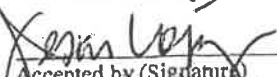
The resultant contract listed below is eligible for an extension period and requires a response from your company to initiate the next contractual period.


- Contract Number CM23468
- Solicitation Name Substance Abuse Treatment Services for Adult Probation
- Extension Period October 1, 2025 – September 30, 2026

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Department prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter.

Sincerely,

Tammy Dickey,
Office Administrator
Galveston County


Accepted by (Signature)
7/3/25
Date


Title



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

June 25, 2025

Rick Elizondo
Gulf Coast Center
4444 W Main Street
League City, TX 77573

ricke@gulfcoastcenter.org

Re: RFP 232013, Substance Abuse Treatment Services for Adult Probation

Dear Mr. Elizondo,


The resultant contract listed below is eligible for an extension period and requires a response from your company to initiate the next contractual period.

- Contract Number CM23470
- Solicitation Name Substance Abuse Treatment Services for Adult Probation
- Extension Period October 1, 2025 – September 30, 2026

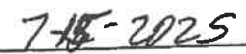
This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Department prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

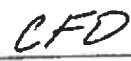
Please contact the Purchasing Department with any questions regarding this matter.

Sincerely,


Tammy Dickey,
Office Administrator
Galveston County


Accepted by (Signature)


Date


Title



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

June 25, 2025

Kimberly Beatty
Alcohol Drug Abuse Women's Center
201 1st Street
Galveston, TX 77550

k.beatty@adawomenscenter.org

Re: RFP 232013, Substance Abuse Treatment Services for Adult Probation

Dear Mrs. Beatty,

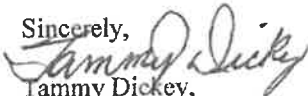
The resultant contract listed below is eligible for an extension period and requires a response from your company to initiate the next contractual period.

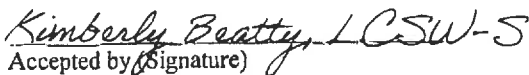
- | | |
|---------------------|--|
| • Contract Number | CM23466 |
| • Solicitation Name | Substance Abuse Treatment Services for Adult Probation |
| • Extension Period | October 1, 2025 – September 30, 2026 |

This signed letter is required by the County to be completed and returned to the Galveston County Purchasing Department prior to any contract extension request to be placed on the Commissioners' Court agenda for consideration. This contract extension is subject to these requirements.

Please contact the Purchasing Department with any questions regarding this matter.

Sincerely,


Tammy Dickey,
Office Administrator
Galveston County


Accepted by (Signature)

06/30/2025

Date

Executive Director
Title

**REQUEST FOR PROPOSAL
SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION
GALVESTON COUNTY, TEXAS**

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SPECIAL PROVISIONS

REQUEST FOR PROPOSAL SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION GALVESTON COUNTY, TEXAS

The General Provisions and the Special Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of this agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

A. PURPOSE

The Galveston County Community Supervision and Corrections Department (hereafter called CAD) is a political entity of 10th et al. Judicial District(s) and is seeking vendors to provide substance abuse services to individuals under various types of community supervision in the jurisdiction.

B. EXCEPTIONS

Any exceptions to these solicitation conditions should be listed on a separate sheet of paper, attached to respondent's submittal, and submitted with response at the specified date and time of the solicitation opening.

C. PROCUREMENT TIMELINE

A timeline for this solicitation and initial process is included below. Galveston County reserves the right to change these dates and will notify Respondents of any changes:

Advertise Solicitation (first date of publication)	Thursday, August 3, 2023
Advertise Solicitation (second date of publication)	Thursday, August 10, 2023
Deadline for Questions & Inquiries	Thursday, August 17, 2023, by 5:00 p.m.
Submission Deadline / RFP Opening	Thursday, August 31, 2023 at 2:00 p.m.

Interested parties may attend the Thursday, August 31, 2023, 2:00 p.m. p.m. bid opening virtually by using the following link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=mf25f43d8183889f0a6207885d7a7658a>

Join by meeting number

Meeting number (access code): 2494 891 9249

Meeting password: B232023 (2232023 from video systems)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24948919249## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24948919249@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION GALVESTON COUNTY, TEXAS

D. SUBMISSION INSTRUCTIONS:

One (1) unbound single-sided original proposal and three (3) single-sided proposal copies, and must be submitted no later than **2:00 P.M. CST, on Thursday, August 31, 2023:**

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550**

The timestamp clock located in the Purchasing Agent's office shall serve as the official time-keeping piece for this solicitation process. Any proposals received after **2:00 P.M. CST** on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website @ <http://www.galvestoncountytexas.gov/county-offices/purchasing>

E. PROPOSAL SURETY

A surety/bond is not a requirement of this solicitation.

F. PERFORMANCE AND PAYMENT BONDS

Performance and Payment Bonds are not requirements of this solicitation.

G. BEST AND FINAL OFFERS (BAFO)

The Best and Final Offer process **is applicable** to this solicitation.

H. DAVIS-BACON WAGE RATES

Davis-Bacon Wage Rates **are not** a requirement of this solicitation.

I. DEBARMENT

To participate in this solicitation, respondent certifies that neither it, nor any of its principals, are presently debarred, suspended, proposed for debarment, disqualified, excluded, or in any way declared ineligible for the award of contracts by any Federal agency. All contractors/subcontractors that are debarred, suspended, or otherwise excluded from or ineligible for participation on federal assistance programs may not undertake any activity in part or in full under this project.

J. PERSONNEL TO CONTACT

Respondents desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Respondent, which in the opinion of the County affects all Respondents or would be prejudicial to other Respondents if not communicated, shall be furnished to all Respondents as an addendum to the solicitation. Respondents **must** direct all inquiries to the following:

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION GALVESTON COUNTY, TEXAS

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody)
Galveston, Texas 77550
e-mail: purchasing.bids@co.galveston.tx.us

Respondents must e-mail their requests (with the subject line “Substance Abuse Treatment Services for Adult Probation RFP #B232023 Questions”) for additional information and/or clarification to the address listed above. The request must include the Responder’s name and the solicitation number and title.

Any request for additional information or clarification must be received in writing no later than ten (10) calendar days prior to the solicitation due date. Late requests or those not delivered to the proper address may not receive a reply. Respondents shall not attempt to contact the County by any other means. The Purchasing Agent shall post the answers on the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the solicitation Submission Deadline / Solicitation Opening date. The County, at its sole discretion, may not issue a response to an RFI submittal. Respondents should not rely on any oral or written representations, statements, or explanations, other than those made in this solicitation or in any written addendum to this solicitation. Where there appears to be conflict between the solicitation and any issued addenda, the last addendum issued will prevail.

Addenda will be posted and made available on the County’s procurement web page. **It is the Responder’s sole responsibility to ensure receipt of all addenda prior to submitting its response.** All Respondents should check the County’s procurement web page for all addenda prior to submitting a response.

The County’s procurement web page is located at <http://www.galvestoncountytexas.gov/county-offices/purchasing>

The Respondent must acknowledge the receipt of all addenda on the forms provided. In the event a Responder fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the solicitation and waive the acknowledgment of one or more addenda.

Respondents who submit inquiries *after* the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the solicitation receipt date or in sufficient time for the Responder to prepare a responsive or competitive submittal.

All questions and responses as posted on the County website pertaining to this solicitation are considered an addendum to, and part of, this solicitation. Each Responder shall be responsible to monitor the County website for new or revised solicitation information. The County shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the solicitation or formally issued as an addendum by the Purchasing Agent.

K. PROGRAM ADMINISTRATION & CONTRACT MANAGEMENT

The Program Administrator/Contract Manager that will manage the work to be performed under the resultant contract for the purpose of this solicitation is:

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION GALVESTON COUNTY, TEXAS

Willie Lacy, Director
Community Supervision & Corrections Department
715 19th Street
Galveston, TX 77550

The Galveston County Commissioners' Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, that pricing meets the agreed-upon pricing methodology as specified in the contract, and that funds are available.

L. REQUIREMENTS OF REQUEST FOR PROPOSAL

Respondent shall provide one (1) single-sided original and one (1) single-sided hard copies of its response to the Purchasing Agent on or before the submission deadline specified herein. Font size is limited to no smaller than font size 11, except that organizational charts, other graphics, and footers may be as small as font size 9.

Respondents shall clearly indicate which project or projects are being submitted for consideration in their cover letter.

M. INSURANCE

Responder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. **Insurance shall be placed with insurers having an A.M. Best's rating of no less than A.** Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. **Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.**

Workers' Compensation Insurance. Respondent shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

Commercial General Liability. Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

SPECIAL PROVISIONS

REQUEST FOR PROPOSAL SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION GALVESTON COUNTY, TEXAS

Business Automobile Liability. Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

Subrogation Waiver. Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

N. COST

Any unit prices submitted by the proposer shall include all costs to the County, including the material, delivery, current freight rate, state tax, or any other cost.

O. INVOICES:

Invoices must be itemized indicating all materials and supplies used. Invoices must be submitted to:

**Galveston County Auditor's Office
Attn: Accounts Payable
P.O. Box 1418
Galveston, Texas 77553**

Failure to submit invoices to the above address or failure to include the Purchase Order Number will result in delay in payment.

Contractor must accept purchase order numbers for specified supplies, equipment, and/or services. Contractor shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid purchase order number issued by the office of the Galveston County Purchasing Agent accompanies the order or if vendor can comply with the provision as stated in the General Provisions, page 3, item 11, Procurement Card Program.

Payment for any items issued without prior receipt of a valid purchase order number may become the sole responsibility of the successful contractor.

P. EVALUATION AND SELECTION PROCESS

The CSCD will consider many evaluation factors (of which cost is only one factor) and will receive proposals from all responsible applicants. The objective of the CSCD is to enter into a contract with the best applicant(s) at the best price. A weighted evaluation criteria, utilizing a numeric score, will be used to review the proposals. The review process may include an opportunity for a brief oral presentation by the proposer before the CSCD Review Committee. If necessary, oral presentations will be scheduled. Proposal evaluation elements include but are not limited to the following:

- A. The proposed price per unit of service.
- B. Completion of all aspects of this request for proposal.
- C. Bidder's qualifications: Experience / Licenses / Certifications of management and staff.

SPECIAL PROVISIONS

**REQUEST FOR PROPOSAL
SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION
GALVESTON COUNTY, TEXAS**

- D. Evidence of previous accomplishments in providing substance abuse services within the last five (5) years.
Experience working with the target population.
- E. Proposer's program evaluation / monitoring procedures.
- F. Other factors such as multiple locations, convenience of hours or location to target population, and ability to accept some referrals under other sources of funding

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SPECIAL PROVISIONS

**REQUEST FOR PROPOSAL
SUBSTANCE ABUSE TREATMENT SERVICES FOR ADULT PROBATION
GALVESTON COUNTY, TEXAS**

Q. REQUIRED DOCUMENTS CHECKLIST

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **Proposer shall return this checklist with completed submittal.**

THE COMPANY OF: _____

ADDRESS: _____

FEIN (TAX ID): _____

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of qualification submittal as non-responsive. It is the responsibility of the Proposer to ensure that Respondent has received all addenda.

Items:

Confirmed (X):

- | | |
|---|---------------------------------|
| 1. Required Documents Checklist (this page) | _____ |
| 2. Addenda Acknowledgement (if any) | #1_____ #2_____ #3_____ #4_____ |
| 3. One (1) original, one (1) copy of submittal | _____ |
| 4. ATTACHMENT A - Vendor Qualification Packet | _____ |
| 5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility | _____ |
| 6. ATTACHMENT C - Certification Regarding Lobbying Form | _____ |
| 7. ATTACHMENT D - Non-Collusion Affidavit | _____ |
| 8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel | _____ |
| 9. ATTACHMENT F - Prohibition on Contracts with Certain Companies | _____ |
| 8. ATTACHMENT G - Information for Notice | _____ |
| 10. ATTACHMENT H - References | _____ |

Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____