CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Cindy Steen, Purchasing Agent

Through: Cindy Russell, City Clerk

Date: February 11, 2014

Subject: Bid Advertisement for Probation Services Proposals for Municipal Court

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REQUEST:
The Purchasing Division requests approval to advertise for Probation Services Proposals for Municipal Court. This proposal will provide probation, case supervision and related services for the benefit of the City and Court Department.

DISCUSSION:
The Purchasing Division requests authorization to advertise for Probation Services for Municipal Court.

RECOMMENDATION:
City staff recommends that City Council approve advertising for Probation Services for Municipal Court.

The City Council may:

1. Approve advertising for Probation Services for Municipal Court; or
2. Disapprove advertising for Probation Services for Municipal Court.

ATTACHMENT(S):
Advertisement

REQUEST FOR SEALED PROPOSALS

Notice is hereby given that the City of Gautier, Mississippi will receive Sealed Proposals at Gautier City Hall, 3330 Hwy 90 until 2:00 P.M. on _____ for the following:

"PROBATION SERVICES FOR MUNICIPAL COURT"

Specifications are on file in the Purchasing Agents office. Proposals shall be delivered to Purchasing Office located in Gautier City Hall and clearly marked on the front of the package **"PROBATION SERVICES FOR MUNICIPAL COURT"** All proposals must be submitted no later than 2:00 PM CST, _____, to the Purchasing Agents Office, 3330 Hwy 90, Gautier, MS 39553 at which time all proposals will be opened and recorded. All proposals received after this time will be returned.

No proposal may be withdrawn for a period of thirty (30) days. All documents and proposal forms required by the specifications shall be submitted in the original proposal. No additions or modifications will be allowed after the proposals are opened.

All proposal envelopes should contain the Bidder's name and mailing address on the face of the envelope.

Electronic specifications may be obtained by emailing Cindy Steen at: csteen@gautier-ms.gov.

The City reserves the right to reject any and all bids and to waive any informality in the proposal accepted.

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Cindy Steen
Purchasing Agent
City of Gautier, MS

(SEAL)

Publication Dates:
Procurement Center
Mississippi Press:

SPECIFICATIONS

1. Attend regularly scheduled court sessions for the purpose of obtaining sentencing information and personal history information for each offender placed on probation. Dates of regularly scheduled court sessions will be made available to the company in advance.
2. Conduct an initial interview with each probationer at the time of his or her sentencing for purposes of explaining the scope of the court order relative to fines, fees, and/or restitution imposed as well as requirements and conditions for probation supervision.
3. Monitor offenders for compliance with terms and conditions of probation as required by the Court, notifying the Court of any non-compliance. The Court will decide when and if revocation of probation is necessary.
4. If requested by the Court to do so, collect from probationers Court ordered fines, restitutions and other cost associated with the Court, and disburse said monies as follows:
    1. Shall disburse monies directly to the victim, or, the restitution may be paid to the Court Clerk for distribution to the victim, as directed by the court.
    2. Collect all fines, surcharges, and other fees that will be disbursed to the City of Gautier as directed by the Court.
5. Prepare referrals and lend assistance to probationers either ordered to receive or desiring employment assistance or counseling.
6. Coordinate community service work as required as a condition of probation by the Court. The City/Court will define the work mission for all community services. Will assist in location non-profit and public agencies in which community service may be performed.
7. Maintain case files on each probationer regarding compliance with the terms and conditions of probation, reporting dates, field contacts as they occur and in the amounts and dates of monies collected.
8. Provide reports to the Court regarding compliance and payments information as requested.
9. Supervise all persons assigned to probation by the Court with a ratio of probationers to staff of no greater than 300 to 1.
10. Shall maintain professional liability insurance in an amount not less than one million ($1,000.000) dollars.
11. Each probationer placed on probation will be required to meet with their assigned probation officer at least every 30 days. Probationers that do not comply with the probation guidelines and the Court's order may be required to meet with their probation officer more than once a month. Certain probationers may be relieved of the obligation of an in-person appointment should unique circumstances require it.

12. All probation officers will be at least 21 years of age at the time of appointment.
13. Employ at least one supervisor of private probation officers with a minimum of five years' experience in corrections, parole or probation services.
14. No person convicted of a felony will be employed as a private probation officer, use the title private probation officer or otherwise be responsible for the supervision of probationers.
15. Will keep a complete record checks on all staff in accordance with its standard operating procedures, to include criminal background and previous employment checks.
16. Will supervise all probated cases sentences to so order by the Court. Will also supervise indigent cases when determined by the Court.
17. In the event of a hearing, the probation officer will testify as to the circumstances of the cases, giving the probationer full opportunity to refute any or all point. The probation officer will then comply with the Court's ruling in reference to sentencing or possible revocation of probation.
18. Shall comply with all provisions of local, state and federal law.