



**Request for Proposal  
for  
County of La Crosse, Wisconsin**

**Tuesday, October 17, 2017**

**AMENDED**

**HUMAN SERVICES DEPARTMENT**  
Integrated Support & Recovery Services,  
Justice Support Services

Individual & Family Education & Support Services

Proposals must be received no later than  
3:00 p.m., Thursday, November 16, 2017

**SPECIAL INSTRUCTIONS:**

**1. Place the signed Signature Affidavit as the first page of your proposal.**

**2. Proposers must submit an original and 7 copies of all materials**

Label the lower left corner of your sealed submittal envelope as follows:

Proposer's name and address:

Proposal Title: Individual & Family Education & Support Services

**3. Vendor Conference will be held on:**

**Friday, October 27, from 1:00 until 2:00 p.m.**

**in Room 2002:**

La Crosse County Health and Human Services Building

300 4<sup>th</sup> Street North – 2<sup>nd</sup> Floor

La Crosse, WI 54601

*Please send questions in advance by Tuesday, October 24*

**4. Deliver on or before November 16, 2017, by 3:00 p.m. to**

La Crosse County Human Services - Contract Unit

ATTN: Paul Medinger

300 4<sup>th</sup> Street North

La Crosse, Wisconsin 54601

**5. Final award decision anticipated by December 15, 2017, with an estimated contract start date of February 1, 2018.**

**LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED**

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**Individual & Family Education & Support**  
**La Crosse County Integrated Support & Recovery Services & Juvenile Justice Section RFP**

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## 1.0 GENERAL INFORMATION

### 1.1 Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide *Individual and Family Education and Support Services* to La Crosse County Human Services.

The *Individual and Family Education and Support Services* provides intensive interventions intended to promote change for an individuals and their identified support systems with the outcome of allowing the family to feel supported and learn new skills for their child to be successful in their home. With a focus on helping individuals to successfully remain in the community. This service is offered to individuals who are involved with La Crosse County Comprehensive Community Services and Juvenile Justice.

#### 1.1.2 Service Description

##### A. Target Population

Youth and adults that have a diagnosis of mental health or AODA provided by a Medical Doctor or Psychiatrist. Juveniles on informal or formal supervision through La Crosse County Human Services, Justice Support Services Section also qualify for this service.

Individuals *at risk* of out-of-home/residential placement as a result of one or more of the following behaviors, or returning from out-of-home placement where one or more of these behaviors was the focus of treatment:

- Aggressive/violent behavior;
- AODA concerns that impact 2 or more life domains;
- Mental health concerns that impact 2 or more life domains;
- Individuals in family situations that have impaired structure and family boundaries.

##### B. Eligibility

Referrals will be made directly to the vendor by the La Crosse County Juvenile Justice or CCS Social Worker. The referral packet will include a referral form (created by vendor) and any other pertinent collateral information as identified by vendor that would be helpful in providing service to the referred client (i.e. police report, Human Service Department assessments, case plans, social history, etc.). It should be noted individuals referred to this level of intervention present complex diagnostic profiles that may have manifested from or in conjunction with such things as: differing cognitive or developmental abilities, immaturity, mental health diagnoses, trauma, their own victimization, etc. *Recipients of* this service could include both youth, adults and their families or identified informal supports if appropriate.

##### C. Description of Type of Services to be Rendered

This service is intended to be more intensive than traditional intervention services. (e.g., several hours of treatment per week vs. 50 minutes), with the focus and flexibility

to respond to situations on demand. This service is to be provided by a team consisting of a Licensed Masters level provider (MLP) and would be billed under the service array category of Psychotherapy. A bachelor's level skills worker which will be billed under the service array category of Individual skills development and enhancement, and appropriate organizational support. The structure of this service will include a primary MLP who will provide at a minimum weekly support to the individual and family through an Evidence Based Practice (EBT), i.e. Cognitive Behavioral Therapy (CBT), Trauma-Focused Cognitive Behavioral Therapy (TFCBT), Circle of Security (COS), or other EBP. Teaming with the MLP will be the bachelor's level skills worker. The skills worker's primary role is to support the work of the MLP by providing additional supports and skills training as guided by the MLP to the individual, family and informal supports. These services include training in communication, interpersonal skills, problem solving, decision-making, self-regulation, conflict resolution, and other specific needs identified in the member's service plan/case plan. Services also include training in daily living skills related to personal care, household tasks, financial management, transportation, shopping, parenting, accessing and connecting to community resources and services (including health care services), and other specific daily living needs identified in the member's service/case plan.

Services provided to minors should also focus on improving integration into and interaction with the minor's family, school, community, and other social networks. Services include assisting the minor's family in gaining skills to assist the minor with individual skill development and enhancement. Services that are designed to support the family must be directly related to the assessed needs of the minor.

Skill training may be provided by various methods, including but not limited to modeling, monitoring, mentoring, supervision, assistance, and cuing. Skill training may be provided individually or in a group setting.

#### D. Expectations of the Service

- The service will be provided in a location that will meet the individual's needs.
- The service will be based on need. The service could be offered 24 hours per day.
- The MLP will have weekly contact with families at a minimum
- The Skills worker will have at a minimum daily contact with individual unless service/case plan establish a different expectation
- Service provider will collaborate with county and current team of individuals at least 3 times per month.
- The individual's family will be included in programing unless individual/teams identifies that it is not appropriate.
- The service will assist individuals in building informal support networks
- The service provider will be a part of the team and follow the service/case plan.
- If the referral originates from Juvenile Justice the provider will establish a case plan.
- Services will be offered on an individual basis but may also include group if appropriate for individual.

- We anticipate this service would not last longer than a year with a family.
- For JJ consumers modeling drug testing accountability with parent may be a requirement. (La Crosse County can supply drug tests)
- Service will be billed in 15 min units
- Service that are billed to CCS will be submitted to the county meeting all of the CCS requirements.

#### E. Performance Records and Program Evaluations

Program evaluation will reflect the consumer's progress toward their personal objectives that are outlined in the service/case plan. If the consumer is enrolled in CCS the provider will follow the service plan that is created by the CCS Social Worker. If the consumer is referred by JJ the provider is expected to establish a service/case plan which will outline the objectives. All providers are expected to follow the CCS requirements that will be established in the contract.

#### F. Client Records

The vendor's client files become a part of Human Services records and may be included in reports to the court. If vendor files are necessary for court matters, additional copies may need to be provided to Human Services at the vendor's expense.

Documentation is required for all CCS Program services provided and billed. The Provider must provide documentation that is completed in accordance with standard professional practices and that uses the client's recovery plan as guidance. Services completed and documentation of the services must lead back to the objectives and interventions outlined in client's recovery plan.

#### G. Other Service Requirements

Upon referral, within 7 working days, vendor shall assign the referral to a team and the team shall be prepared to participate in a team meeting organized by a social worker from the county.

Staff training must include instruction on factual and unbiased documentation.

The CCS Program requires all contracted providers meet requirements within both DHS 36 (<https://www.dhs.wisconsin.gov/ccs/index.htm>) and the Forward Health Handbook. These requirements include:

- Staff listings with caregiver background check information.
- Training logs for each staff as outlined below
  - Training logs for all current and terminated staff who have provided services within the calendar year must be submitted to the Purchaser within 90 days of start of services and annually by January 31<sup>st</sup> for payment to be made to the Provider.
  - Provider is required meet supervision requirements established within DHS 36 for staff providing CCS services.

- Provider is required to ensure documentation submitted reflects the clinical intervention documented within the service plan.
- Provider is required to submit an accurate performing provider list to the county monthly.
- Documentation for CCS services must be submitted from Provider to Purchaser. Provider must follow 90 day clean claim policy as listed within the Purchase of Service Contract Section V: A-F.
- If the contracted provider bills and gets paid by any other third party payers or Medicaid, it is the understanding that the Provider will need to refund those Providers and bill the County within the timelines as outlined in the Purchase of Service Contract Section V.

Non-compliance of any of the above requirements could lead to a termination of the contract with the provider or fiscal recoupment if vendor is found in non-compliance by an audit.

Potential vendors must be able to bill Medical Assistance or private insurance for all non-CCS consumers that are covered.

### 1.1.3 Program Goals

All services provided by vendors for the *Individual and Family Education and Support Services* must meet the individualized measurable objectives for the individual, and in addition must strive to meet the desired outcomes listed below. These objectives and outcomes must be submitted within the timelines determined by La Crosse County. The objectives and outcomes shall be reviewed on a regular basis and will be added, revised or ended as necessary. If outcomes are not achieved within a timely basis, the services will be terminated.

### 1.1.4 Desired Outcomes

<b>Performance Objective</b>	<b>Expected Outcome</b>	<b>Outcome Measures</b>
Identified individual and support system will work to establish attainable person centered objectives.	65% of individuals will meet their person centered objectives while working with in the service.	Completed service/case plan and or discharge form services.
Reduce entry or re-entry of individual in to a more restrictive placement by individuals gaining skills that will allow them to remain in the community.	75% of individuals that are referred to this service will not enter a more restrictive placement setting	Tracking and documentation of service assessment and service plan/case plan.

Vendor will actively participate in team meetings and collaborate around service interventions with existing team.	Vendor will participate in 90% of team meetings and return phone calls and emails to team members within 48 hours.	Tracking and documentation of responsiveness.
Clients functioning will improve.	75% of CCS clients CANS score will decrease by two points in 3 or more domains. 75% of JJ funded kids will receive no new referrals to the Department.	Vendor will contact Human Services for CANS score and new referrals.

### 1.2 Purchasing and Contracting Division/Department

This Request for Proposal (RFP) process is administered by La Crosse County, Human Services Department and the person responsible for managing the procurement process is Chris Sander

The contract resulting from this RFP will be administered by La Crosse County, Human Services Department. The Contract Coordinator will be Paul Medinger.

### 1.3 Definitions

The following definitions are used throughout the RFP:

**Child and Adolescent Needs and Strengths (CANS)** - The CANS score is an assessment strategy designed to be used for decision support and outcomes management. La Crosse County will have these assessment scores for clients, which will be used in the outcome measurement for these services. More information on the CANS score can be found at the website for the Wisconsin Child Welfare Professional Development System: <http://wcpds.wisc.edu/cans.htm>.

**Evidence Based Practice (EBP)** - is the preferential use of mental and behavioral health interventions for which systematic empirical research has provided evidence of statistically significant effectiveness as treatments for specific problems. EBP promotes the collection, interpretation, and integration of valid, important and applicable patient-reported, clinician-observed, and research-derived evidence. The aim of EBP is that the best available evidence, moderated by patient circumstances and preferences, is applied to improve the quality of clinical judgments and facilitate cost-effective care.<sup>[1]</sup>

**Masters Level Provider (MLP)** - a master's level provider is an individual that holds a Master's degree, and **must hold a license may or may not have a licensure** to provide therapy. To provide this service the MLP is the minimum requirement.

<sup>[1]</sup> SAMHSA - 2011



Comprehensive Community Services (CCS)- is a program for individuals of all ages who need ongoing services for a mental illness, substance use disorder, or a dual diagnosis beyond occasional outpatient care, but less than the intensive care provided in an inpatient setting. The individual works with a dedicated team of service providers to develop a treatment and recovery plan to meet the individual's unique needs and goals. The goal of this community-based approach is to promote better overall health and life satisfaction for the individual. As of June 30, 2017, the latest data available, 5,233 individuals were enrolled in CCS.

Individual & Family Education & Support Services (IFES) – The services outlined in this request for proposals.

#### **1.4 Clarifications and/or Revisions to the Specifications and Requirements**

Any questions concerning this RFP must be received in writing by mail, fax, or e-mail on or before Tuesday, October 24. Send inquiries to:

Paul Medinger  
La Crosse County Human Services  
300 4<sup>th</sup> Street North  
La Crosse, Wisconsin 54601  
Voice: (608) 785-5520      Fax: (608) 793-6567  
E-Mail: pmedinger@lacrossecounty.org

While there will be a vendor conference on October 27, it is recommended that all known questions be submitted by Tuesday, October 24 so any answers can be prepared ahead of the vendor conference.

Providers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the process. If a provider discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the provider should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be provided via the La Crosse County Website and via email to all known interested parties.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

#### **1.5 Vendor Conference**

A vendor conference will be held on Friday, **Friday, October 27 from 1:00 p.m. until 2:00 p.m.** at La Crosse County Health and Human Services Building at 300 4<sup>th</sup> Street North, Room 2002 - to respond to written questions and to provide additional instruction and information to providers on the submission of proposals.

#### **1.6 Reasonable Accommodations**

La Crosse County will provide reasonable accommodations for the vendor conference upon request. If you need accommodations at the vendor conference, contact Paul Medinger at (608) 785-5520 or pmedinger@lacrossecounty.org.

### 1.7 Calendar of Events

Tuesday, October 17	Release date of Ind & Family Ed & Support RFP
Tuesday, October 24	Questions on RFP due to County
Friday, October 27	Vendor Conference, Room 2002, La Crosse County HHS Building, 1:00 p.m. – 2:00 p.m.
Thursday, November 16	Proposals due from providers, <b>receipt by 3:00 p.m.</b>
Monday, December 4	Vendor Interviews – <b>please hold these times open for possible vendor interviews (2:00 p.m. and 3:00 p.m.)</b>
Friday, December 15	Anticipated notification of award sent to providers
February 1, 2018	Estimated contract start date – negotiable with selected vendor

### 1.8 Contract Terms and Rate Increases

The contract shall be effective from February 1, 2018 until January 31, 2020.

Annual rate adjustments will be made automatically following the July Consumer Price Index for Urban Regions (CPI-U).

1. The rate will be determined from tables from the U.S. Department of Labor- Bureau of Labor Statistics for the Midwest Urban region for areas of 50,000 or more.
2. Should the CPI-U ever be less than 0%, the Provider rates will stay the same as the current year. Should the CPI-U ever be more than 3%, Provider rates will go up 3%.
3. Automatic Rate Adjustments exclude services that are purchased at retail price, Medical Assistance (MA) Rates, and reimbursement rates set by the State (i.e. children's group homes/residential care centers, autism, etc.). Also excluded are contracted rates that include a total dollar amount not to exceed during the contract period.

## 2.0 PREPARING AND SUBMITTING A PROPOSAL

### 2.1 General Instructions

The evaluation and selection of a provider and the contract will be based on the information submitted in the provider's proposal and any required vendor interviews. Failure to respond to each of the requirements in the RFP may deem the proposer non-responsive.

Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

## **2.2 Public View of Proposals**

To the extent permitted by law, it is the intention of La Crosse County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of La Crosse County. At that time, all proposals will be available for review in accordance with the Wisconsin Public Records Law.

## **2.3 Incurring Costs**

La Crosse County is not liable for any cost incurred by proposers in replying to this RFP.

## **2.4 Submitting the Proposal**

Proposers must submit an original and **Seven (7) five (5)** copies of all materials required for acceptance of their proposal by **3:00 p.m., November 16, 2017** to:

Paul Medinger  
La Crosse County Human Services  
Contract Unit  
300 4<sup>th</sup> Street North  
La Crosse, Wisconsin 54601

Proposals must be received in the above office by the specified time stated above. Proposals must be available electronically if requested by La Crosse County.

All proposals must be packaged, sealed, and show the following information on the outside of the package:

- Proposer's name and address.
- RFP title: Individual & Family Education & Support Services

## **2.5 Proposal Organization and Format**

Proposals should be typed and submitted on 8.5 x 11 inch paper bound securely. The "original" should be marked as such on the title page. Proposals should include a Table of Contents and be organized and presented in the order assigned in the RFP. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to are as follows:

- Evaluation Criteria
- Required Forms
  - Attachment A Signature Affidavit
  - Attachment B Vendor Data Sheet
  - Attachment C Purchase of Service Contract (return ONLY if any requested revisions)
  - Attachment D Budget Packet

## **2.6 Multiple Proposals**

Multiple proposals from a provider will be permissible; however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc. on each page included in the response.

## 2.7 Vendor Interviews

Top scoring proposers, based on an evaluation of the written proposal, may be required to participate in a presentation/interview to support and clarify their proposals. **These will be scheduled for December 4, 2017, following an internal meeting on November 27. Please keep this date open for a possible interview. Generally, it is appropriate to bring staff familiar with the program and financial aspects of the proposal such that questions can be answered during the interview time.**

## 3.0 PROPOSAL SELECTION AND AWARD PROCESS

### 3.1 Opening of Bid

Proposals will be opened after 3:00 p.m. on November 16, 2017.

### 3.2 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met and if additional mandatory requirements are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all providers do not meet one or more of the mandatory requirements, La Crosse County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

### 3.3 Right to Reject Proposals and Negotiate Contract Terms

La Crosse County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, La Crosse County may negotiate a contract with the next highest scoring proposer.

In addition, La Crosse County reserves the right to discontinue the RFP process at any time and makes no commitments, implied or otherwise, that this process will result in a business transaction with one or more providers.

### 3.4 Proposal Scoring

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee will review all proposals and will request interviews and use the results of those meetings in scoring the proposals.

### 3.5 Evaluation Criteria

<b><u>Description</u></b>	<b><u>Points</u></b>
<b><u>Service Methodology</u></b>	<b>25</b>
Discuss the approach including the use of evidence based methods utilized to render the services. Provide what evidence based approaches or program tools the proposer will use. Any special techniques, strategies, and capabilities should be set forth in this section.	
<b><u>Organizational Capabilities</u></b>	<b>25</b>
Describe proposing agency experience, ability, and capabilities in providing the service, including current infrastructure and serving the target population.	
<b><u>Staff Qualifications</u></b>	<b>25</b>

**3.6 Required Forms**  
The following forms must be completed and

Describe the educational and background work experience of the direct staff and supervisory staff who will be assigned to provide these services. Give an explanation of what training and ongoing training will be provided to staff and the length of the training.	
<b><u>Outcomes/Documentation</u></b>	<b>25</b>
Describe “how” the proposed outcomes for each service area will be documented and how the results will be measured and analyzed. Include any templates or methods of measuring agency service performance.	
<b><u>Funding/Price Proposal</u></b>	<b>25</b>
Please complete the attached Budget Request Form. For CCS-funded consumers, please set two quarter-hour rates (one for IFES Psychotherapy Masters and one for IFES Individual Skill Develop & Enhance Bachelor), to be billed for travel, collateral and face-to-face services. For non-CCS funded consumers, please include all direct and indirect costs to provide two quarter-hour rates (one for IFES Therapy and one for IFES Daily Living Skills) for face-to-face services.	
<b><u>Vendor Interviews</u></b>	<b>125</b>
<b><u>TOTAL</u></b>	<b>250</b>

submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

- |              |   |
|--------------|---|
| Attachment A | Signature Affidavit   |
| Attachment B | Vendor Data Sheet   |
| Attachment C | Purchase of Service Contract (only if you have requested revisions) |
| Attachment D | Budget Packet   |

**3.7 Final Offers**

The final decision is estimated to be made by the Internal Purchasing Approvers by December 15, 2017.

**3.8 Notification of Intent to Award will be Shortly Following Final Approval**

As a courtesy, La Crosse County may send a notification of award memo to responding providers at the time of award.

**4.0 SPECIAL CONTRACT TERMS AND CONDITIONS**

La Crosse County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

La Crosse County reserves the right to re-issue any solicitations.

Upon the selection of a finalist provider, La Crosse County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this provider. If La Crosse County, for any reason, is unable to reach a final agreement with this provider; La Crosse County reserves the right to reject such provider and negotiate a final agreement with the provider who has the next most viable proposal or bid. La Crosse County may also elect to reject all proposals and re-issue a RFP.

Clarification of proposals: La Crosse County reserves the right to obtain clarification of any point in a provider's proposal or obtain additional information.

La Crosse County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of La Crosse County.

La Crosse County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of La Crosse County.

La Crosse County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the provider.

### **Indemnification**

The Provider agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Provider, or its (their) agents and / or subcontractors which may arise out of or connected with activities covered by this contract.

### **5.0 PURCHASE OF SERVICE CONTRACT**

The Purchase of Service Contract "Agreement," attached hereto on Attachment C, shall be defined by written agreement between the parties and shall be binding when fully executed by the parties. **Supplier responses to the RFP will be incorporated by reference in each written agreement** and will become an integrated part of each final contract.

The proposer should submit as part of the RFP response any comments to the Purchase of Service Contract. It is requested that proposers not re-type or scan the document. Please provide feedback in the form of redline where required. La Crosse County will assume agreement of all contract language unless noted by provider.

### **6.0 START-UP COSTS**

#### **6.1 Start-up Costs (if Applicable)**

Start-up costs are allowable for new or expanded services only. This total cost should be reflected under Section BB. Miscellaneous, with detailed proposed expenses attached to the budget packet. Costs incurred should be recovered in the unit price of the product or service. If a vendor feels that they need to bill start-up costs in advance of services being provided, this would need to be justified in the proposal and negotiated prior to contracting. Start-up costs may not be billed prior to services being provided for certain programs

### **7.0 EXPENSES RELATED TO CONTRACTING**

#### **7.1 Insurance Requirements**

Provider will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: minimum amount statutory

- Comprehensive general liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Auto Liability (if applicable): \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Professional Liability (if applicable): minimum amount \$500,000
- Excess Liability Coverage: \$1,000,000 over the General Liability and Automobile Liability coverages.

## **7.2 Interpreters**

Providers of services, not goods, are required by contract to sign a Letter of Assurance for Civil Rights Compliance and/or fill out a full Civil Rights Compliance Plan. Both of these documents require a provider of services to provide those services without discrimination, which means that they will need to provide an interpreter/translator at no cost to the client or La Crosse County.

## **7.3 Audits**

Wisconsin Statutes 46.036(4) (c) requires that any Purchase of Service contract vendor with a contract in excess of \$25,000 must provide the County with an annual audit report unless waived by the State Department of Health and Human Services or the Department of Workforce Development. La Crosse County has obtained an exemption to the mandate that requires an audit for vendors of \$25,000 or more. This exemption increases the audit requirement to vendors that receive \$75,000 or more in annual governmental funding (no matter the source or entity of the funding). If your funding from La Crosse County is between \$25,000 and \$75,000, you will be asked to submit a Vendor Statement of Revenue and Expense in lieu of an audit. The only exception to this is for Child Residential Care Centers or Child Group Homes licensed under HFS 52 and HFS 57, respectively, are required to submit an audit to the Purchaser if the total amount of annual governmental funding through this and other contracts is \$25,000 or more. If your contract exceeds these limits, an audit will be expected.

## **7.4 Background Checks**

- A. Provider shall comply with the provisions of HFS 12, Wis. Admin Code.
- B. Provider shall conduct background checks at its own expense of all employees assigned to do work for the Purchaser under this contract.
- C. Provider shall retain in its Personnel Files all pertinent information, to include a Background Information Disclosure Form and/or search results from the Department of Justice, the Department of Health and Family Services, and the Department of Regulation and Licensing as well as out of State records, tribal court proceedings and military records.
- D. Provider shall not assign any individual to conduct work under this contract who does not meet with requirement of this law.
- E. Provider shall train its staff to immediately report all allegations of misconduct to their immediate supervisor, including abuse and neglect of a client or misappropriation of client's property. Staff shall also report to their immediate supervisor, as soon as possible, but no later than the next working day, when they have been convicted of any crime or have been, or are being investigated by any government agency for any act or offense (HFS 12.07(1)).
- F. After the initial background check at the time of employment, licensure or contracting, the Provider must conduct a new Caregiver Background Check every four (4) years, or at any time within that period if the Provider has reason to believe a new check should be obtained.

***Plan and budget accordingly for all of these expenses related to contracting with La Crosse County.***