



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

Monday, January 10, 2022

**HUMAN SERVICES DEPARTMENT
Justice Support Services Section
Youth Justice**

Victim Offender Conferencing RFP

Proposals must be received no later than
3 p.m., January 26, 2022

SPECIAL INSTRUCTIONS:

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers should be submitted electronically**
Proposals should be submitted via email with *proposal title in subject line* of the email.
Proposal Title: **Victim Offender Conferencing RFP**
- 3. Vendor Conference will be held via Microsoft Teams online and/or phone**
RSVP will be required to attend – **See Section 1.5**
- 4. Deliver on or before January 26, 2022 at 3 p.m. to**
Email: csander@lacrossecounty.org
- 5. Final award decision anticipated by February 11, 2022, with an estimated contract start date of March 1, 2022.**

LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

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1.0 GENERAL INFORMATION

1.1 Introduction and Background

Restorative Justice is an approach to justice that focuses on the needs of the victims, as well as the involved youth who committed the illegal act. This approach provides an alternative to the punitive approaches where the main aim is to punish the offender. The purpose of the program is to increase offender accountability, empathy, diverting youth from further involvement in the youth justice system and building protective factors along with providing important assistance to crime victims.

Victim Offender Conferencing is a process that provides victims of crime the opportunity to meet the offender in a safe and structured setting. The main goal is to hold the offender directly accountable while providing assistance to the victim with the opportunity to discuss the impact of the crime to the victim and how the youth can restore the damages that have been done, both physical and emotional. With the assistance of a trained facilitator, the victims are able to communicate to the offender how the crime affected them, to receive answers to the questions they may have and be directly involved in. The offenders are able to take direct responsibility for their behavior, to learn the full impact of what they did and develop a plan for making amends to the person(s) they violated. If the victim does not want face to face contact, options for moving forward may include written apologies or involving a surrogate victim. The agency providing this service should develop a pool of surrogate victims to meet this need. A framework/structure for how the conference would be completed should be provided for review.

In June, 2021, La Crosse County Human Services (LCHS) started contracting with YWCA to perform Victim Offender Conferencing. Due to the increase in budget for a full year of this service, LCHS is releasing this RFP. The total Youth Justice budget for this service for 2022 is \$30,000. The System of Care may also utilize this service, if appropriate, which would provide additional funding. The current quarter hour rate is \$8.75.

1.2 Service Description

La Crosse County Human Services is seeking a provider to continue to provide Victim Offender Conferencing. La Crosse County Human Services will make appropriate referrals to this service. Offenders are 18 or under.

The provider is responsible for establishing, coordinating and maintaining a comprehensive Victim Offender Conferencing program. An effective delivery of services includes information and referral, intake, evaluation, case management and consumer satisfaction.

Provider will assess the suitability of all participants to the conferencing process. All victim participation is voluntary. Participant's goals must be consistent with those of the conferencing program.

Provider responsibilities for Conference Coordination and Facilitation:

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- Develop conferencing sites.
- Arrange for supervision appropriate to the youth.
- Evaluate and arrange for an evaluation of the process by the youth offender and victim.

Other Provider responsibilities:

- Correspondence and direct communication with participant and families.
- Providing all participants with a full explanation of the philosophy and objectives of conferencing.
- Obtaining necessary releases of information.
- Maintaining confidentiality of records.
- Preparing participants for the Restorative Justice program experience.
- Documenting and disseminating the results of each conference to appropriate participants and referral agents.
- Issuing and collecting conferencing evaluation forms.
- Developing and implementing a Victim Satisfaction Survey Process.

Victim Offender Conferencing may take several meetings to facilitate a completed conference, closure for the victim and a completed plan for compensation.

1.3 Definitions

The following definitions are used throughout the RFP:

n/a

1.4 Clarifications and/or Revisions to the Specifications and Requirements

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.

Any questions concerning this document must be received via e-mail to csander@lacrossecounty.org by **12 p.m., January 13, 2022**.

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

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

1.5 Vendor Conference

A vendor conference will be held at **3:00 p.m. on Friday, January 14, 2022** via Microsoft Teams online and/or phone. This is held to respond to written questions and

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to provide additional instruction and information to providers on the submission of proposals. There will be minutes taken, posted on the website and emailed to all known interested parties. *This will be the only forum where questions will be answered.*

To receive the information on how to attend the vendor conference, please **RSVP** via email Chris Sander at csander@lacrossecounty.org by **2:00 p.m., Friday, January 14, 2022**. Chris will forward you the link and phone information via email prior to the vendor conference.

1.6 Calendar of Events

| | |
|-------------------|--|
| January 10, 2022 | Release date of RFP |
| January 13, 2022 | Questions on RFP due to County by 12 noon |
| January 14, 2022 | Vendor Conference, 3 p.m. – RSVP required |
| January 26, 2022 | Proposals due from vendors, receipt by 3 p.m. |
| February 2, 2022 | Vendor Interviews- please hold these times open for possible vendor interviews (1 p.m.; 3 p.m.) |
| February 11, 2022 | Anticipated notification of award sent to vendors |
| March 1, 2022 | Estimated contract start date |

1.7 Contract Terms and Rate Increases

The contract shall be effective from March 1, 2022 until December 31, 2024.

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 presentation/interviews. Failure to respond to each of the requirements in the RFP may deem the proposer non-responsive.

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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 all materials required for acceptance of their proposal by **3:00 p.m. of Wednesday, January 26, 2022** to:

Chris Sander
csander@lacrossecounty.org

If proposer is unable to submit materials via email, please contact Chris Sander at (608)785-5511 or csander@lacrossecounty.org for further instructions. All proposals must be received by time and date stated above.

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 and by the number 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:

- Evaluation Criteria (See Section 3.5 if this RFP)
 - Service Methodology
 - Organizational Capabilities
 - Staff Qualifications
 - Funding/Price Proposal

- Required Forms
 - Attachment A Signature Affidavit
 - Attachment B Vendor Data Sheet
 - Attachment C Purchase of Service Contract (return only if any requested revisions) or submit your suggested contract template.
 - Attachment D Budget Request Form

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 Presentation/Interview

Top scoring proposers, based on an evaluation of the written proposal, may be required to participate in presentations/interviews to support and clarify their proposals. **These will be scheduled for February 2, 2022, following an internal meeting on January 31st. Please keep this date open for a possible presentation/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 January 26, 2022.

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 vendor presentation/interviews and use the results of those meetings in scoring the proposals.

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3.5 Evaluation Criteria

| <u>Description</u> | <u>Points</u> |
|--|----------------------|
| <u>Service Methodology</u> | 25 |
| Describe how you would provide the services outlined in the Service Description, including methodologies and community resources you would use. Please outline the where the conferencing sites would be, how you would provide appropriate supervision and how the evaluations would occur. | |
| <u>Organizational Capabilities</u> | 25 |
| Describe proposers agency experience, ability, and capabilities in providing the service, including current infrastructure and experience serving the target population. | |
| <u>Staff Qualifications</u> | 25 |
| Does your organization currently employ staff that will be providing this service? If so, please outline their skills and training. If not, please include a job description. Describe training staff have or will have to perform service. | |
| <u>Funding/Price Proposal</u> | 25 |
| Complete Attachment D – Budget Request Form. Please provide us with a quarter hour rate for this service. | |
| <u>Vendor Interviews</u> | 100 |
| <u>TOTAL</u> | 200 |

3.6 Required Forms

The following forms must be completed and 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 **February 11, 2022.**

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 EXPENSES RELATED TO CONTRACTING

6.1 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.

6.2 Interpreters

Providers of services, not goods, are required by contract to sign a Letter of Assurance for Civil Rights Compliance. This document requires 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.

6.3 Audits

Wisconsin Statutes 46.036(4) (c) requires that any Purchase of Service contract vendor with a contract in excess of \$100,000 must provide the County with an annual audit report within 180 days from vendor's year end.

6.4 Background Checks

- A. Provider shall comply with the provisions of DHS 12, Wis. Admin Code.
- B. Provider shall conduct background checks at its own expense of all employees assigned to do work, with direct client contact, for the Purchaser under this contract.
- C. Provider shall conduct background checks with other states where the employee has lived, any time an employee required to have a background check, has lived out of state within the last 3 years.
- D. 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 Services, and the Department of Regulation and Licensing as well as out of State records, tribal court proceedings and military records.
- E. Provider shall not assign any individual to conduct work under this contract who does not meet with requirement of this law.
- F. 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

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have been convicted of any crime or have been, or are being investigated by any government agency for any act or offense (DHS 12.07(1)).

- G. The Provider shall notify the Purchaser, as soon as possible, but no later than the Purchaser's next business day, when any of the following occurs with regard to its personnel pursuant to DHS 12.07(2):
 - a. The Person has been convicted of any crime
 - b. The person has been or is being investigated by any governmental agency for any other act, offense or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
 - c. The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
 - d. In the case of a position for which the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.
- H. Upon notification from Provider, Purchaser will follow its internal procedures.
- I. Provider shall maintain the results of background checks on its own premises for at least the duration of the contract. Purchaser may audit Provider Personnel files to assure compliance with the State of Wisconsin Caregiver Background Check Policy.
- J. 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.