



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

Tuesday, October 6, 2020

**HUMAN SERVICES DEPARTMENT
Justice Support Services (JSS)
System of Care (SOC)**

System of Care Assistant

Proposals must be received no later than
3:00 p.m., October 26, 2020

SPECIAL INSTRUCTIONS:

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers must submit an original and three (3) copies of all materials**
Label the lower left corner of your sealed submittal envelope as follows:
Proposer's name and address:
Proposal Title: **System of Care Assistant**
- 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 October 26, 2020 at 3:00 p.m. to**
La Crosse County Human Services - Contract Unit
Attn: Chris Sander
300 4th Street North—4th Floor
La Crosse, Wisconsin 54602-4002
- 5. Final award decision anticipated by November 9, 2020, with an estimated contract start date of November 23, 2020 (negotiable).**

LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

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1.0 GENERAL INFORMATION

1.1 Introduction and Background

La Crosse County Youth Justice, in close partnership with Youth Justice System Stakeholders (School District, Law Enforcement, Courts, and Community Partners), spent several years reviewing, understanding, and planning around the issue of youth arrest in our community. Through data analysis we were able to take a strong look at the makeup of youth arrest by type, time, location, etc. to better determine a course of action with a goal of reducing youth arrests in our community. Given the conclusions and recommendations made from the data analysis, La Crosse County chose to take a System of Care approach to filling the gap for youth in need. As charges such as Disorderly Conduct, Minor Battery, Minor Theft and Truancy were frequent reasons for youth arrest in our schools, yet often not high enough risk to be opened in the Youth Justice System, it was determined that a system of care approach would “fill the gap” for youth in need. The ultimate hope of this approach is to change the trajectory of youth misbehavior and those displaying high needs before it turns into true delinquent patterns.

In August 2016, through a financial partnership between La Crosse County and La Crosse School District, a System of Care Administrator was hired. The intent of this position is to provide an alternative to arrest for such “focus acts” as Disorderly Conduct, Minor Battery, Minor Theft, & 2nd Offense Truancy. Rather than charge and refer to the Youth Justice Unit, School Resource Officers and School Administrators can instead refer to the System of Care Administrator for interventions and support. Intervention begins with an assessment and intake meeting. From there a case plan is developed to work with the youth and their family to best meet the assessed needs.

1.2 Service Description

After the initial establishment of the System of Care, it was found early on that additional time is needed to work with the youth referred on specific interventions and skill building activities. Over the last few years Justice Support Services – System of Care (JSS-SOC) was able to fund a part-time Program Assistant position to assist with activities, which include, but are not limited to:

- Intakes and assessments: Assistance with responding to referrals through the completion of intake meetings and assessments.
- Cognitive behavioral work: Assistance with the provision of individual and group activities focused on cognitive behavioral work and/or individual skill building with youth served by SOC
- Exposure and connection to pro-social activities to assist with establishing a more positive peer base: Assistance in the set-up and direct transportation (or set up of alternative transportation) to such things as therapy appointments, community service work, job searching/interviews, positive community activities, etc.
- Truancy intervention work to provide an advocate to youth who are struggling attending school: Assistance with transportation to school, engagement with school

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personnel, advocacy for the student to ensure needs are being met, rewarding positive school attendance, etc.

- Data collection: Assistance with the collection, analyzation, and reporting of data related to the youth served by SOC

At a minimum, a Program Assistant will be needed for 25-30 hours per week and will need reliable transportation and the ability to transport minors ages approximately 12-18. The System of Care Administrator will provide daily supervision of this position and funding is available starting November 23, 2020, following award of this Request For Proposal (RFP).

JSS-SOC is able to fund this position for 25-30 hours per week through December 31, 2021. JSS-SOC has also applied for a 3-year grant that would fund this position at full time status starting 1/1/2021. JSS-SOC will be notified in mid-October 2020, if that grant is received. Once JSS-SOC is notified, all interested vendors will also be notified.

The total budget for this position, if it continues at part-time status, is \$46,300 for January – December 2021. Another \$5,580 is available for November 23 – December 31, 2020. It would be our hopes to secure funding past December 31, 2021, if the grant is not awarded, but there are no guarantees at this time.

The total budget for a full-time position, if the grant is received, is \$69,680/year for 2021, 2022 and 2023.

1.3 Definitions

The following definitions are used throughout the RFP:
JSS-SOC – Justice Support Services – System of Care

1.4 Clarifications and/or Revisions to the Specifications and Requirements

This Request For Proposal 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 in via e-mail to csander@lacrossecounty.org by **12 noon on Thursday, October 8, 2020**.

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 **8:00 a.m. on Friday, October 9, 2020** via Microsoft Teams online and/or phone. This is held to respond to written questions and 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 **3:00 p.m., Thursday, October 8, 2020**. Chris will forward you the link and phone information via email prior to the vendor conference.

1.6 Calendar of Events

October 6, 2020	Release date of RFP
October 8, 2020	Questions on RFP due to County by 12 noon
October 9, 2020	Vendor Conference, 8:00 a.m. – RSVP required
October 26, 2020	Proposals due from vendors, receipt by 3:00 p.m.
November 2, 2020	Vendor Interviews- please hold these times open for possible vendor interviews (11:00 a.m. and 3:00 p.m.)
November 9, 2020	Anticipated notification of award sent to vendors
November 23, 2020	Estimated contract start date (negotiable)

1.7 Contract Terms and Rate Increases

The contract shall be effective from November 23, 2020 until either December 31, 2021 for part time or December 31, 2023 for full time. The start date of this contract is negotiable with the selected vendor.

There will not be an annual CPI-U increase for this position during the full term of the contract. Please budget accordingly.

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.

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 three (3) copies of all materials required for acceptance of their proposal by **3:00 p.m., October 26, 2020** to:

Chris Sander
La Crosse County Human Services
Contract Unit – 4th Floor
300 4th Street North
La Crosse, Wisconsin 54602

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: System of Care Assistant

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)
 - 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).
- 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 November 2, 2020, following an internal meeting on October 30th. 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 October 26, 2020.

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.

3.5 Evaluation Criteria

<u>Description</u>	<u>Points</u>
<u>Organizational Capabilities</u>	25
Describe proposers agency experience, ability, and capabilities in providing the similar services, including current infrastructure and experience serving the target population.	
<u>Staff Qualifications</u>	25
Describe your agency’s ability to hire and retain staff for roles similar to this. Please share a job description and also if you currently have someone on staff that would be interested in this position.	
<u>Funding/Price Proposal</u>	25
Please complete the attached budget worksheets. Please include all direct and indirect costs to provide an hourly rate for the System of Care Assistant. There is an existing office and equipment, so the vendor would only need to supply any travel reimbursement and phone, above and beyond other employment costs. If the grant award is still unknown at the time the proposals are due, we are asking vendors to fill out the cost of the part time (25-30 hrs/wk) SOC Assistant in the Program 1 column and the cost of the full time (40 hrs/wk) SOC Assistant in the Program 2 column, staying within the budgets outlined in Section 1.2. There will not be a CPI-U increase offered for this position for the entire term (1-1/2 or 3 years) of the contract and therefore, vendor should budget accordingly.	
<u>Vendor Interviews</u>	75
<u>TOTAL</u>	150

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 November 9, 2020.

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.

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- 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 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.