

MARATHON COUNTY DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR PROPOSALS

TRUANCY CITATION PROGRAMS

I. PURPOSE

The Marathon County Department of Social Services (Purchaser) is requesting proposals from service providers (Respondents) to provide services to Marathon County youth who have engaged in truant type behaviors and have been referred to Truancy Citation Court through Marathon County Judges or by the school as part of a diversion program. Services purchased will include:

Development of a program to include

- Individual Problem Solving Sessions/Family Mentoring to assist the youth in obstacles related to school attendance
- Strategic Transportation as needed to assist a youth in getting to school
- Random Urinalysis
- Monitoring after school activities
- Community Service
- Monitoring of school attendance

Descriptions of services requested are found in the general definition section.

The Purchaser further intends to offer a contract for the period beginning on or about January 1, 2020. Upon mutual agreement of the parties, this contract may be extended annually through December 31, 2022.

The respondent is required, as part of the proposal, to submit a statement of unit cost for each year and for each service. A unit is an hour of direct service staff time spent on program activities that is inclusive of all other non-direct service activities such as overhead, training, staff meetings, and staffing the case. The proposal should also indicate how units will be calculated if the full unit is not used. A separate budget sheet is required for each service and for **each of the three years** covered by the proposal.

II. PROGRAM GOALS AND REQUIREMENTS

A. Program Eligibility and Authorization

Eligibility criteria determination and authorization of this service will be at the sole discretion of the Purchaser who for the purpose of this contract will collaborate with the Marathon County Judges who oversee Truancy Citation Court.

B. General Definition

1. Truancy Citation Court

a) Purpose:

To provide structure and accountability for youth who demonstrate a pattern of

missing school through unexcused absences. The long-term goal is to help the student regulate their attendance in order that they are attending school daily without unexcused absences.

b) Description:

The Truancy Citation Court program focuses on providing a measured response for sanctions which are appropriate for status offenders to the Court including house arrest (with or without electronic monitoring), community service and random urinalysis.

The Provider must be able to accept referrals from the Court or Schools, maintain communications with the Court and Schools, create a treatment plan that will be shared with the Purchaser, maintain data and provide reports as required by the Purchaser.

The Provider must provide electronic monitoring equipment and purchase urine analysis materials and identify a lab to complete testing and analysis.

i. Truancy Citation Court: Provides services to youth between the ages of 12 and 17 with truancy issues which are at risk for being referred to the Purchaser as a Juvenile in Need of Protective Services. Typically these youth have failed to respond to traditional interventions offered by school personnel.

ii. Random Urinalysis: To determine if the youth is using alcohol and/or drugs in order to assist in identifying youth needing abuse treatment services or other interventions and services.

The Provider must be able to accept referrals from the Court and schools, procure and maintain a supply of screening kits, conduct random alcohol and/or drug screening as deemed necessary, evaluate and as necessary confirm the results, notify Court/ Purchaser of results, maintain data and provide reports as required by the Purchaser. The successful proposer will develop a referral system and implementation process for administering random urine analysis.

iii. Community Service: Youths referred for this component will be assigned to community work sites developed by the Provider. Referrals will originate from the Court as part of a sanctions proceeding. Site Supervisors ensure that safe, quality work is performed and that youth are held accountable for work habits of an employee and are recognized for their efforts.

The successful proposer will provide community services at times and locations that are flexible and accommodate the youth's school schedule or approved work. Services may be provided directly or arranged through community resources. The duration of service will be based on the needs and responsiveness of the youth to the service and any order of the court. Program Components include:

a. Work Site Development: The Provider is responsible for developing work sites. Sites may be designed to accommodate individuals or groups of participants. Assignments to group settings must take into consideration the age and maturity of the youth as well as the potential negative or positive effects of placing each youth in a group. Each site must meet any applicable state or federal standards for youth work environments. The Provider must arrange for supervision appropriate to the youth and the nature of the work. Youths are held accountable, as would any other employee at the work site. The Provider evaluates or arranges for an evaluation of the youths attendance and performance on the job.

- b. **Assessment and Youth/Site Matching:** The Provider must conduct an assessment for each youth, which will lead to an appropriate match with the work to be performed and the work site. Consideration must be given to the safety of both the youth and the community resource when making placements and providing supervision, along with an identified completion date.
- c. **Site Supervision:** The Provider must assure that a responsible adult is available at all time to provide for the supervision of individuals or groups assigned to sites for community service work. On-site supervision is responsible for ensuring work site safety, participant accountability to standards of work behavior e.g. punctuality, quality of work, and to provide reports pertaining to the participants work habits and behavior.

2. Service Duration

The Purchaser may end services for a specific referral immediately upon notice for causes determined by the Purchaser to be in the best interest of the youth.

3. Referral Criteria

- a) Youth referred from the Truancy Court process through Marathon County Judges or by the Marathon County Schools participating in the Pilot Truancy program.

4. Expected Outcomes

- a) The Provider will demonstrate an 80% success rate of detouring a youth transfer from Truancy Citation Court to the formal court process.
- b) The Provider will demonstrate an 80% success rate of youth being detoured from going to Truancy Citation Court if the referral comes from a school.
- c) The Provider will demonstrate that 75% of the youth who complete the program are not re-referred to Truancy Citation Court or the formal court process for truancy issues within six (6) months of completion.

5. Outputs

- a) The Provider will make contact with the youth and his/her family within three (3) business days of the Court ordering the youth's involvement in the program or the pilot school making a referral. The Provider is expected to have someone attend Truancy Court, as the referral may come directly from the Court.
- b) The Provider will use evidence based programming to guide the youth's rehabilitation.
- c) The Provider will assess what is contributing to the youth's truancy and recommend interventions.
- d) The Provider will create a treatment plan and share it with the parent and child, along with the Purchaser.

III. DETAILED PROGRAM NARRATIVE

In this section of the proposal, Respondents are to give detailed information about their proposal. The proposal must be consistent with the requirements enumerated in the RFP. Precise language, as opposed to jargon, should be used. **Please respond to each capital lettered item in order.**

A. Qualifications

1. Describe your agency's qualifications as they relate to delivering Truancy Citation Programming services.
2. Describe your agency's experience in providing Truancy Citation Programming services or comparable services.
3. Provide any data available demonstrating your ability to achieve the Purchaser's desired outcomes.

B. Staffing

1. Describe your staffing pattern including the number of Full Time Equivalent positions necessary to provide each service. It is required that Respondents provide an organizational chart(s) that indicates positions proposed to implement this project and copies of position descriptions.
2. Include a functional description of the responsibilities of all relevant positions that are involved in this project.
3. Describe the qualifications of all personnel who are to be assigned or are proposed for this project. Information about education, training, experience and certifications must be included.
4. Describe how you intend to meet the needs of a culturally diverse population.
5. Indicate the amount of startup time necessary to fully implement each of the services.

C. Program Components

1. In narrative form, describe the tasks, activities and procedures in a logical progression that will be used to provide the services and their components.
2. The methods identified should:
 - a) Be clearly stated, and should be accompanied by an explanation of the rationale underlying your choice of them. Explain how the activities are to be carried out, where, and by whom.
 - b) Be consistent with objectives, staffing pattern and budget. Applications should not propose to do more than available resources will allow.
 - c) Describe in chronological sequence your implementation design, process, projects tasks and time lines necessary for the accomplishment of objectives, including documentation of visits.
 - d) Include how referrals are processed and what records are kept relative to referrals. Identify what information will be collected, how it is to be collected, how it will be used, and how it will be stored. Be sure to coordinate this information with your evaluation.

D. Budget

1. Complete the required budget forms, available for download in excel format at the Marathon County website, Work, Bids/RFP at www.co.marathon.wi.us for the service components listed for each calendar year 2020 – 2022. Include printouts of all tabs with the submitted proposal for each respective year.
2. Complete the required budget forms to calculate a separate unit rate for professional and for para-professional services if necessary.
3. All direct and indirect activities must be calculated into one unit rate that is inclusive of all of the costs based on case management activities (direct face to face, collateral contacts, transportation and report writing / paperwork) with the client. Note that this will

be part of the unit rate and the proposer will not be allowed to bill separately for non-case management activities such as clerical support, overhead, training, staff meetings and staff supervision.

4. Estimated needs for each component:

Truancy Citation Court:

Projected number of youth participating in the program: **75 youth**

Maximum number of electronic monitors projected to be used at any given time: **2**

Average projected length of stay in the program (enrollment to termination): **3 months**

Random Urinalysis:

Projected number of youth to receive urine analysis: **60**

The cost of lab testing and materials must be separately stated on the budget forms.

Community Service:

Projected number of youth to be served annually: **25 youth**

Purchaser may use the unit rate from the selected proposal to determine the quantity of units of service it will purchase in each of the contracted years.

E. Evaluation

Propose a method by which the expected outcomes and outputs (See above II.B.4-5) of services will be evaluated. Include all significant outcomes. At a minimum, address the following areas:

1. Target population and actual recipients of service (including referral, and coordination strategies). Include whom you were unable to serve due to the project limitations (monies, definitions, etc.).
2. Were the project activities and tasks implemented as planned? Please describe any activities or tasks that were not able to be implemented and an explanation
3. Were the services successful or not? Include reflection on program from the youth served, schools served, and from the Court. Recipients of service must have the opportunities to provide a subjective evaluation of the project as they experience it.
4. Describe in what fashion an evaluation will be provided and shared with the purchaser and the frequency that this information will be shared.

F. Coordination

Provide a full statement of how you will coordinate the project within the Purchaser's system and with any other community resources that are providing related supportive or complimentary services.

G. Assurances and Attachments

Respondents are also required to answer the numbered items that follow:

1. If you have not contracted with the Purchaser within the past three years, provide documentation of your ability to successfully contract with a public agency.
2. Indicate a willingness to accept the conditions of a Marathon County Purchase of Services contract available at www.co.marathon.wi.us
3. Include a budget establishing the basis for a required rate for each of the three (3) contract periods (1/1/20-12/31/20, 1/1/21-12/31/21 and 1/1/22-12/31/22)

IV. ISSUING AGENCY

This Request for Proposal (RFP) is issued for the County of Marathon by the Purchaser. The Purchaser is the sole point of contact for this RFP.

V. MARATHON COUNTY PROCUREMENT POLICY; WISCONSIN STATUTES, CHAPTER 46; WISCONSIN ADMINISTRATIVE CODE

All aspects of this Request for Proposal will be in accordance with the Marathon County Procurement Policy, Sections 3.01 through 3.16 of the General Code of the County of Marathon. A copy of the Procurement Policy is available at the office of the Marathon County Clerk, Marathon County Courthouse, at 500 Forest Street, Wausau, Wisconsin 54403. This Procurement will also be in accordance with Wisconsin Statutes, Chapter 46, and the provisions of the Wisconsin Administrative Code referenced herein.

VI. INCURRING COSTS

The Purchaser is not liable for any costs incurred by any Respondent in replying to this RFP.

VII. CANCELLATION

The Purchaser reserves the right to cancel this solicitation; any or all proposals may be accepted, modified or rejected in whole or in part, and Marathon County further reserves the right to accept the proposal most advantageous to the Purchaser.

VIII. RESPONSES TO THE RFP SPECIFICATIONS

Proposals submitted in reply to the RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for a Respondent being eliminated from consideration during the selection process.

The Purchaser reserves the right to reject any or all proposals and any part of a given proposal.

IX. PROPOSALS CONTENT/CONTRACTUAL OBLIGATIONS

All aspects of the proposal from a successful Respondent will become a contractual obligation. A sample contract is available at www.co.marathon.wi.us. The Purchaser reserves the right to negotiate the award amount and budget items with the selected Respondent prior to entering into a contract.

The contract may be modified only by written amendment duly executed by all parties. Justifiable modifications may be made in the course of the contract only through prior consultations with and written approval from the Purchaser. Failure of the successful Respondent to accept these obligations in the contractual agreement may result in cancellation of the contract.

X. REPORT & CORRESPONDENCE DISSEMINATION

- A. The Respondent shall, at the option of the Purchaser, appear before Administrators of the Purchaser to clarify findings and to answer any questions at any time during the contract or after the contract is completed. The Respondent must be willing to appear before any county governmental committee, if so requested.
- B. Reports of both programmatic and fiscal activities will be required for documenting the

satisfactory meeting of service outcomes in accordance with the work plan.

- C. Reports must contain information in a format to be prescribed by the Purchaser. The Respondent should submit a recommended report format describing the specific data content. The actual reporting forms will be negotiated prior to contracting and modified during the life of the contract by mutual consent.
- D. Individual case monthly status and quarterly reports must contain documentation on the achievement of the child and project's specific objectives and outcomes (i.e., what has been done, how successful has it been). The Respondent may be expected to participate in an independent outside evaluation of their program.

XI. NON-DISCRIMINATION LANGUAGE

All reports and correspondence written under the auspices of the Respondent shall not imply language that could be construed as discriminatory based on age, race, color, creed, religion, handicap, sex, sexual preference or national origin.

XII. FUNDING FOR CALENDAR YEARS 2020 – 2022

Continuation of funding for the program for calendar years 2020 - 2022 shall be based upon the Respondents successful or non-successful achievement of the program objectives outlined in the proposal and the availability of federal, state, and local funding.

XIII. PROPOSAL PROCESS

A. Number of Copies

The Respondent must submit five (5) copies of the sealed proposal in the envelope provided to:

Marathon County Department of Social Services
Attn: Truancy Citation
400 E. Thomas Street
Wausau, Wisconsin 54403

B. Closing Date

The closing date for the receipt of all proposals is **Friday, October 4, 2019**

C. Proposals

Proposals may be mailed or hand delivered. Proposals received after **4:00 PM on Friday, October 4, 2019** will not be accepted and will be returned to the Respondent. Actual receipt is required. Deposit in the mail is not sufficient. There will be no exceptions allowed.

Proposals will be opened and recorded in a register on Friday, October 4, 2019 after 4:00 PM. The opening, recording, evaluation and award procedures will be carried out in accordance with Section 3.05(2) (d-f) of the Procurement Code.

D. Clarifications and /or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be submitted to: Robin Moravec, Accounting Specialist at dssfinancialservices@co.marathon.wi.us.

Written questions must be submitted prior to 4 p.m. on Monday, September 9, 2019.

Responses to questions received from Respondents will be posted to the Marathon County website, Work, Bids/RFP at www.co.marathon.wi.us on Friday, September 13, 2019.

E. Timeline of RFP Process

RFP Packet Issue Date: Monday, September 2, 2019
Receive Questions from Respondents until: Monday, September 9, 2019
Purchaser responses to Questions: Friday, September 13, 2019
Deadline for Proposal Submission: Friday, October 4, 2019
Anticipated Award Date: November 29, 2019

XIV. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to opening by written notice. The Respondent or his/her authorized representative may withdraw proposals in person, providing that his/her identity is made known and he/she signs the receipt for the proposal.

XV. SUPPLEMENTAL & CLARIFYING INFORMATION

Unless requested by the Purchaser, no additional information will be accepted from the Respondents after the deadline for submission of the proposal.

XVI. REVIEW CRITERIA

Proposals received will be reviewed on a competitive basis by the Purchaser's staff and ranked accordingly.

All proposals will be reviewed and rated using the following "RFP Evaluation Format and Rating Scale" with the maximum points identified in each category as below:

- Respondent's ability to meet all of the needs indicated in the RFP (50)
- Budget (20)
- Program Evaluation (20)
- Quality and Content of proposal (10)

XVII. AWARD PROCEDURE

The Purchaser's Director acts on staff recommendations and is the final approval authority for awarding contracts.

The Purchaser reserves the right to reject any or all proposals, any part of a given proposal and to negotiate the award amount, authorized budget line items and specific programmatic goals with the selected Respondents prior to entering into a contract.

XVIII. PROPRIETARY RIGHTS

The Request for Proposals and all responses thereto shall become public record after the award of the contract.

XIX. NOTIFICATION OF APPROVAL OR NON-APPROVAL

Each Respondent whose proposal is reviewed by the Purchaser shall receive written notice of the determination of the funding or non-funding of the proposed project

Each Respondent whose proposal was not funded shall be given the opportunity to discuss with the staff of the Purchaser the reason for non-funding or may write the Purchaser requesting the reasons for their decision.

XX. APPEAL PROCESS

All appeals must be made in writing pursuant to Section 3.12 (1) of the Procurement Code, and all appeals must fully identify any contested issues. Subjective interpretations by the Purchaser are not subject to protest or appeal.

Written notice of appeal must be postmarked or received by the Purchaser Director within five (5) business days after the notice of awards.