

MARATHON COUNTY DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR PROPOSALS

ADULT DRUG TESTING

I. PURPOSE

Marathon County Department of Social Services (Purchaser) is requesting proposals from service providers (Respondents) to provide services to Marathon County residents. The primary purpose of this service is to assess and monitor child safety to either prevent out of home placement by administering drug tests to the parent(s)/caregiver(s).

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, 2021. Upon mutual agreement of the parties, this contract may be extended annually through December 31, 2023.

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.

B. General Definition

1. Adult Drug Testing

A. Purpose

To assess and administer drug tests to adults to maintain child safety.

B. Description

These services are provided within the community of the consumer and designed to provide an emphasis on ensuring child safety.

The provider will be available to provide services 24 hours per day, 7 days per week, 365 days per year.

There will be a variety of target populations including, but not limited to, families with children involved in delinquency and status offenses or subjects of abuse or neglect,

families where children, and/or parents, are developmentally disabled or severely emotionally impaired, and families where alcohol and drug abuse on the part of children or parents has been identified as a concern. In general, families will be referred to the program when there is a rational to believe that a present or impending danger exist, or if current problems continue there will be a need to place one or more children in a substitute care setting, or to support reunification.

2. Service Duration

The Purchaser may begin or end services for a specific referral immediately upon notice for such reasons as alleged child abuse or neglect, court discharge, or other causes determined by the Purchaser to be in the best interest of the child.

3. Referral Criteria

- A. As a result of abuse and/or neglect, or delinquency the Purchaser assesses the risk of removal from the parental home to be high.
- B. Designated supervisory approval is needed.
- C. Caregiver has serious issues with Alcohol and or drug use as evidenced by referral information that child safety is compromised by their use of drugs/alcohol.

4. Expected Outcomes

- A. Children will be safe from threats of abuse or neglect during family interactions
- B. Parents will demonstrate an ability to be protective of their children during visits, so that monitored or unsupervised visitation may be the result of progression of the parent's cooperation of the drug testing program.
- C. Documentation related to caregiver's cooperativeness with drug testing clearly communicates a parent(s) increase in protective capabilities or their lack of progress on improving parenting abilities as if relates to continued drug use.
- D. Drug testing program will serve as a deterrent for the parents and will refrain from use of drugs/alcohol.

5. Outputs

- A. 100% of new referrals for Adult Drug Tests will have client face to face contact within the timeframe specified by the Purchaser on the referral form.
- B. The Provider will be able to respond to referrals within 24 hours of receipt.
- C. The Provider will be able to respond to urgent/emergent referrals within 2 hours.
- D. Test regularly and at the right times as requested by the Department. The testing will be random and the client will not be provided detailed information about when the test will occur.
- E. Reduce the opportunity for the client to manipulate the test results.
- F. Assess and identify signs of drug or alcohol abuse, or if parents are under the influence of drugs/alcohol and if it causes a safety concern.
- G. The Provider will provide a weekly tool to monitor referrals, drug tests scheduled and drug testing capacity.
- H. The Provider will call the purchaser immediately if safety concerns arise during the client contact, or the client tests positive and is in a caregiving role of children.

- I. The Provider will submit case notes the next business day if safety concerns arose during drug testing and will provide Department weekly results of the drug/alcohol tests.

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 Safety Services, including assessing present and impending danger threats.
2. Describe your agency's qualifications as they relate to delivering drug testing.
3. Describe your agency's experience in providing Safety Services, including experience with the Safety Reference Guide.
4. Provide any data available demonstrating your ability to achieve the Purchaser's desired outcomes.
5. Describe your agency qualifications as they relate to working with families wherein the dynamics include AODA issues, domestic violence, lack of transportation and mental health needs.

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, knowledge of Safety Reference Guide, safety training for non-CPS staff, 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 and how it will be used. 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 2021 - 2023. 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 need of services for 2021 is 750 hours annually.

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? Minimally include percentages of referrals responded to timely and numbers of visits completed as requested.
3. Were the services successful or not? Include reflection on program. Recipients of service must have the opportunities to provide a subjective evaluation of the project as they experience it.
4. Describe in what fashion this will be provided 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 (1/1/21-12/31/21 and 1/1/22-12/31/22, 1/1/23-12/31/23)

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 2021 – 2023

Continuation of funding for the program for calendar years 2021 - 2023 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: Adult Drug Testing
400 E. Thomas Street
Wausau, Wisconsin 54403

B. Closing Date

The closing date for the receipt of all proposals is **November 18, 2020**

C. Proposals

Proposals may be mailed or hand delivered. Proposals received after **4:00 PM on November 18, 2020** 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 November 18, 2020 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: Christa Jensen, Child Welfare Manager at dssfinancialservices@co.marathon.wi.us.

Written questions must be submitted prior to 4 p.m. on November 1, 2020.

Responses to questions received from Respondents will be posted to the Marathon County website, Work, Bids/RFP at www.co.marathon.wi.us on November 6, 2020.

E. Timeline of RFP Process

RFP Packet Issue Date: October 26, 2020

Receive Questions from Respondents until: November 1, 2020

Purchaser responses to Questions: November 6, 2020

Deadline for Proposal Submission: November 18, 2020

Anticipated Award Date: December 18, 2020

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.