

MARATHON COUNTY DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR PROPOSALS

INTENSIVE SUPERVISION
SERIOUS HABITUAL OFFENDER COMMUNITY ACTION PROGRAMMING (SHOCAP)
ELECTRONIC MONITORING PROGRAM
RANDOM URINALYSIS
INTENSIVE SUPPORT SERVICES

I. PURPOSE:

The Marathon County Department of Social Services (Purchaser) is requesting proposals to provide services to juveniles who have engaged in delinquent behaviors. Services purchased will include:

- Intensive Supervision
- Serious Habitual Offender Community Action Programming
- Electronic Monitoring Program
- Random Urinalysis
- Intensive Support Services

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, 2019. Upon mutual agreement of the parties, this contract may be extended annually through December 31, 2021.

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

Program Eligibility and Authorization

Eligibility criteria determination and authorization of this service will be at the sole discretion of the Purchaser.

A. General Definition

1. Intensive Supervision and Serious and Habitual Offender Community Action Program (SHOCAP)

Purpose: To provide services based on individual needs to help youth reduce recidivism and promote positive youth development. Some individual will need services which focus on community safety.

Description: Services are directed at adjudicated delinquents throughout Marathon County.

Youths in this group are those determined to be at risk for further criminal activity, institutional placement or those returning from a correctional or residential care center. Services required under the contract are more specifically described below.

The department anticipates a need to serve a monthly average of 25 Youth, fifteen (15) in Intensive Supervision and ten (10) in SHOCAP.

Target Population: All youth who participate in one of these programs will either be on a court dispositional order or a consent decree.

2. Youth Electronic Monitoring Program (EMP)

Purpose: To provide structure and accountability for Youth offenders who demonstrate an assessed need for situational or continued monitoring and for surveillance. The long-term goal is to reduce delinquent behavior.

Specifically, electronic monitoring is designed to provide:

- An alternative to non-secure and secure custody placement or substitute care.
- Sanctions for violations of court-ordered supervision.
- Surveillance of juvenile on the SHOCAP Program.

Description: The successful proposer must be able to accept referrals from the Purchaser, manage/maintain the monitoring equipment provided by the successful proposer, schedule and hook up the monitor, notify the purchaser's staff or other appropriate agencies that the identified Youth has registered a violation, maintain communications with schools, employers and other agencies regarding scheduling and/or violations, provide reports as required to the Purchaser.

The Successful Proposer will contract with an agency for all Electronic Monitoring Equipment and will be responsible for all costs incurred regarding equipment.

Target Population: All EMP participants will be juveniles who are court ordered to participate in the EMP for a specified duration of time in accordance with §938.21(3m), §938.34(3g), and §938.355(6).

Projected annual number of offenders participating in the program: **120**

Maximum Number of monitors projected to be in use at any given time: **15**

Average projected length of stay in the program from enrollment to termination:
60 days

3. Random Urinalysis and Breathalyzer:

Purpose: To determine if the Youth is using alcohol and/or drugs in order to assist Youth Justice personnel in case planning and management. Identifying youth who need substance abuse treatment services, or other interventions and assistance.

Description: The successful proposer must be able to accept referrals from Purchaser, procure and maintain a supply of screening kits, conduct random drug/alcohol screening as requested evaluate and as necessary confirm the results, notify the Purchaser of results, and 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.

Target Population: Youth on a formal court dispositional order or deferred prosecution agreement; or being referred to Juvenile Intake for an AODA offense; and whose behavior suggests that they may be using alcohol and/or drugs and meet the criteria for referral as established by the Purchaser.

Projected annual number of urinalysis request: 325. Approximately 125 of these will be required to be sent to a laboratory for further evaluation.

Average projected length of stay in the program from enrollment to termination: Varies depending on number of UA's and/or frequency.

4. Intensive Support Services:

Purpose: To provide positive youth development activities that the youth are interested in, mentoring, provide youth with a youth advocate who is able to help them be successful in completing their court ordered obligations and to provide group education that the youth is in need of.

Description: The successful proposer must be able to accept referrals from Purchaser, procure activities that youth are interested in to build on their positive youth development and abilities such as art, music, physical activities, and so forth. The proposer must be able to provide evidence based groups or promising practice groups that are focused on one or more of the following: anger management, healthy decision making, life skills, and gender specific groups. The proposer may suggest other groups.

Target Population: Any youth under a disposition court order or a consent decree that is identified to need support in any or all areas of programming. Youth will be referred for specific programming to meet their individual needs.

Projected annual number of youth participating in programming: **180**

B. 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.

C. Referral Criteria

The purchaser will provide a request for service with approval from the Youth Justice Supervisor or Child Welfare manager.

D. Expected Outcomes

1. Intensive Supervision:

- a) The Provider will demonstrate 100% of youth will identify within the first 30 days what the expectations are to complete the program.
- b) The Provider will demonstrate 100% of youth will identify a goal they will want to work on while receiving this service.
- c) The Provider will demonstrate 90% of youth will receive this service for six months or less.

2. SHOCAP:

- a) The Provider will demonstrate 100% of youth will show an increase in

positive youth development, as defined between provider and SHOCAP worker for individual youth.

b) The Provider will demonstrate 80% of youth will show compliance in meeting court ordered requirements in one of the following areas: Counseling, School Attendance, Community Service or Restitution.

3. Intensive Support Service:

a) The Provider will demonstrate 90% of youth will identify that the support services was beneficial to them upon completing the program.

b) The Provider will demonstrate 100% of youth will identify areas they would like support with at intake.

c) The Provider will demonstrate 100% of youth will understand how they can access a comparable service once they complete their court order.

4. Electronic Monitoring:

a) The Provider will demonstrate 80% of youth placed on the electronic monitor will remain law enforcement referral free while placed on the monitor.

b) The Provider will demonstrate 80% of youth will remain in their parental home for a period of 120 days upon completing the monitor requirements.

c) The Provider will demonstrate 80% of youth receiving this service will not be placed at the Juvenile Facility while placed on the electronic monitor.

d) The Provider will demonstrate 80% of youth who have completed the requirements of the monitor will not be placed at the Juvenile Facility within 60 days.

e) The Provider will demonstrate 85% of unduplicated youth will not be placed on the monitor for more than 14 days at a time.

5. Random Urinalysis:

a) The Provider will demonstrate that 85% of youth who test positive for an illegal substance will test negative for an illegal substance for 30 days after the initial test.

b) The Provider will demonstrate 100% of youth who test positive will identify what support/treatment will help them refrain from drug use in the future.

E. Outputs

1. The Provider will serve youth referred for Intensive Supervision within 5 business days unless a waiting list has been enacted by the Purchaser.
2. The Provider will serve targeted programming to youth referred for Intensive Support Services within 30 days of referral, either individually or within a group setting.
3. The Provider will serve youth court ordered to receive the Serious Habitual Offender Community Action Programming within 3 business days.
4. The Provider is expected to have electronic monitoring equipment available within one business day of referral.
5. The Provider will have staff to provide random urinalysis as needed.

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 Intensive Supervision, Serious Habitual Offender Community Action services, Electronic Monitoring, Random Urinalysis and Intensive Support Services.
2. Describe your agency's experience in providing Intensive Supervision, Serious Habitual Offender Community Action services, Electronic Monitoring, Random Urinalysis and Intensive Support Services
3. Provide any data available demonstrating your ability to achieve the Purchaser's desired outcomes.

B. Staffing

1. Describe your agency's staffing pattern including the number for Full Time Equivalent positions necessary to deliver each service. It is required that Respondents provide an organization 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 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 patten 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 timelines 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 2019 - 2021. 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.

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? 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 (1/1/19-12/31/19 and 1/1/20-12/31/20, 1/1/21-12/31/21)

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 in the County of Marathon 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 applicant 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 the County of Marathon 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 an applicant 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.

IX. NON-DISCRIMINATION LANGUAGE

All reports and correspondence written under the auspices of the applicant shall not imply

language that could be construed as discriminatory based on age, race, color, creed, religion, handicap, sex, sexual preference or national origin.

X. FUNDING FOR CALENDAR YEARS 2019 - 2021

Continuation of funding for the program for calendar years 2019 -2021 shall be based upon contractors successful or non-successful achievement of the program objectives outlined in the application and the availability of federal, state, and local funding.

XI. APPLICATION PROCESS

A. Number of Copies

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

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

B. Closing Date

The closing date for the receipt of all applications is **December 18, 2018**.

C. Proposals

Proposals may be mailed or hand delivered. Proposals received after **4:00 PM on December 18, 2018** will not be accepted and will be returned to the Proposer. 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 **December 18, 2018** after 4:00 PM and turned over to the Marathon County Department of Social Services Director. 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: Stacia Burrows, Child Welfare Manager at dssfinancialservices@co.marathon.wi.us

Written questions must be submitted prior to 4 p.m. on December 11, 2018.

Responses to questions received from prospective proposer will be posted to the Marathon County website, Work, Bids/RFP at www.co.marathon.wi.us on December 14, 2018.

E. Timeline of RFP Process

RFP Packet Issue Date: December 3, 2018

Receive Questions from Prospective Proposer's until: December 11, 2018

Response to Questions: December 14, 2018

Deadline for Proposal Submission: December 18, 2018

Anticipated Award Date: December 27, 2018

XIV. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to opening by written notice. The applicant 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 Marathon County Department of Social Services, no additional information will be accepted from the applicant 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 agency director acts on staff recommendations and is the final approval authority for awarding contracts.

Marathon County Department of Social Services reserves the right to reject any or all proposals and to negotiate the award amount, authorized budget line items and specific programmatic goals with the selected applicant(s) 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 applicant whose proposal is reviewed by the Marathon County Department of Social Services shall receive written notice of the determination of funding or no funding.

Each applicant whose proposal was not funded shall be given the opportunity to discuss with the staff of the Marathon County Department of Social Services the reason for non-funding or may write the Marathon County Department of Social Services 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 Department of Social Services are not subject to protest or appeal.

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