



LA CROSSE COUNTY

**Request For Proposal (RFP)
for
County of La Crosse, Wisconsin**

Friday, August 11, 2017

**HUMAN SERVICES DEPARTMENT
Justice Support Services
Juvenile Justice Unit**

Acute Protective Supervision Program

Proposals must be received no later than
3:00 p.m., Friday, September 8, 2017

SPECIAL INSTRUCTIONS:

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers must submit an original and five (5) copies of all materials**
Label the lower left corner of your sealed submittal envelope as follows:
Proposer's name and address
Proposal Title: Acute Protective Supervision Program
- 3. Vendor Conference will be held on:
Monday, August 21, 2017, 11:00 a.m. until noon in Room 1617:**
La Crosse County Law Enforcement Center
333 Vine Street
La Crosse, WI 54601
- 4. Deliver on or before September 8, 2017, by 3:00 p.m. to:**
Attn: Paul Medinger
La Crosse County Human Services - Contract Unit
300 4th Street N
La Crosse, Wisconsin 54601
- 5. Final award decision anticipated by October 20, 2017, with an estimated contract start date of December 1, 2017**

LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

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GENERAL INFORMATION

1.1 Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide the Acute Protective Supervision Program (APSP). La Crosse County, as represented by the Human Services Department, Justice Support Services intends to use the results of this process to award a contract to a single agency for the APSP. The desired relationship between the contracting vendor and La Crosse County is one marked with a commitment to consistent quality service with continual improvement.

Youth/families qualifying for the program will be screened utilizing the following criteria:

- *Juvenile is age 12-17;*
- *Juvenile has prior adjudications;*
- *Juvenile rates moderate to high on the YASI;*
- *Juvenile will present danger to self or others, including property crimes;*
- *Juvenile's parent(s) are willing to participate and comply with the program;*
- *Juvenile is appropriate for corrections, CORE Academy, or out-of-home placement;*

Additional considerations include:

- *Standard interventions with juvenile have been unsuccessful*
- *Regular supervision of juvenile has not been effective*
- *Need for increased supervision or structure*
- *Drug/alcohol use interferes with life functioning*
- *Habitual runaway behavior causing safety concerns*
- *Gang involvement*

The vendor's responsibilities will include, but not be limited to:

- Working with approximately 8, but no more than 12, youth;
- Being the lead agency in the referral process and program orientation for each youth and family;
- Exhibiting excellent documentation skills in order to meet requirements of LCJJU;
- Being team orientated and having the ability to work with a wide network of team members;
- Having involvement with the court on a limited basis;
- Providing 7 day / week coverage including evenings, which consists of phone and face-to-face contacts with juveniles on APSP;
- Technical abilities in the form of computer skills and the use of GPS electronic monitoring equipment (Equipment is supplied by County);
- Regular drug testing of youth (Drug tests are supplied by County);
- Coordinating monthly team meetings to include (but not limited to): the youth, parent(s) and referring social worker to discuss the youth's progress on the program;

- Completion of a case/treatment plan that is reviewed on a monthly basis at the team meeting to discuss progress the youth and family is making;
- Having excellent communication skills, good boundaries, role model appropriate social skills and demonstration of empathy;
- Use of evidence-based cognitive behavioral tools and interventions with youth on an individual and/or group basis, and provide documentation of the specific intervention used.

1.1.2 Service Description

A. Target Population

The target population for the APSP is youth, ages 12-17 years old, who are adjudicated delinquent and considered at moderate/high-risk for re-offense and/or out-of-home care, correctional placements, or unable to remain in placement within La Crosse County. These youth require more acute supervision and focus on increasing protective factors. The length of service with this program would be approximately 8 months to one year.

B. Eligibility

Once a youth/family qualifies for the program, the social worker will screen and consult with the LCJJU Supervisor to ensure appropriate fit for APSP. When the supervisor approves the social worker's recommendation, the worker then recommends to the court to order the program. Once the court orders APSP, the social worker then makes a referral to the vendor's caseworker for the APSP. The APSP caseworker will contact the youth and family, have an orientation to the program, and commence working with the youth/family.

C. Description of Type of Services to be Rendered

The central problem areas the APSP will address consists of four parts:

- 1) Each year the LCJJU receives a number of juvenile referrals from local law enforcement. A percentage of these youth are assessed by juvenile intake social workers and identified as moderate/high risk utilizing a validated risk assessment tool. Subsequently, a percentage of these moderate/high risk youth find themselves in out-of-home care, correctional placements, or unable to remain in placement within La Crosse County. This is contrary to the research on "What Works" when working with juvenile offenders. Therefore, La Crosse County desires to align itself with the "What Works" research by offering a program for youth in the community in which they live.
- 2) There is a need to increase protective factors in the lives of these moderate/high risk youth which will lead to a crime free lifestyle, increase in competency skill development, and ensure that youth take responsibility for their choices. This can include individualized and/or group cognitive work as part of APSP services utilizing evidence-based curriculum or practice.

- 3) There is a need to offer opportunities for parents to improve their abilities to manage their youth in their home environment. This will be accomplished through parent involvement and support of APSP.
- 4) There is a need to increase communication and involvement among community stakeholders such as social services, police departments, schools, families, court systems, and other collateral agencies. This will ensure community safety by preventing crime when possible, intervening appropriately when crime occurs, and improving community capacity to prevent future crime.

The youth/family will be required to participate in other programming ordered by the court which can include:

- Electronic/GPS monitoring,
- Employment,
- Pro-social activities,
- Community service,
- AODA counseling and/or regular drug testing,
- Mental health services,
- Cognitive behavioral interventions,
- In-home counseling,
- Parent education,
- Mediation services, and
- Other programs deemed appropriate to meet the individual needs of the youth/family and community.

1.1.3 Program Goals

The two primary goals of the APSP for the LCJJU include:

- A. Focusing on La Crosse County youth that are adjudicated delinquent and assessed moderate/high risk by reducing their opportunities to commit crimes, increasing their protective factors, preserving and improving family functioning, and decreasing expenditures for out-of-home and correctional placements.
- B. Increasing communication and involvement among community stakeholders such as social services, police departments, schools, families, court systems, and other collateral agencies. This will ensure community safety by preventing crime when possible, intervening appropriately when crime or a violation occurs, and improving community capacity to prevent future crime.

1.1.4 Desired Outcomes

Performance Objective	Expected Outcome	Outcome Measures
Reduce recidivism of youth involved in APSP	75% of youth in APSP will remain crime free (no new charges referred to Juvenile Justice Unit) while in the APSP program.	Monitoring of La Crosse County Juvenile Database to determine the number of referrals received for chargeable offenses while youth is enrolled in the APSP program.
Reduce recidivism of youth involved in APSP	75% of youth referred to APSP will complete the program successfully.	Tracked by APSP program, by tracking the youth's successful progression through and commencement from the APSP program.
Provide consistent accountability to youth in APSP	At least one face to face contact will be attempted with each youth daily.	Tracked by APSP program.
Expose youth in APSP to cognitive behavioral skills to assist them in making positive life changes.	Each youth will receive at least one cognitive behavioral intervention / week.	Tracked by APSP program. This cognitive behavioral intervention can be completed either individually with a youth by use of evidence-based tools (i.e. Carey Guides, skill cards, behavior chains, cost benefit analyses, etc.) or through a group setting of those involved in the APSP program. The use of evidence-based curriculum/structure/practice must be utilized.
Increase communication and involvement among community stakeholders that are connected to the Youth/Family.	100% of youth involved in the program will have a team meeting on a monthly basis.	Tracked by APSP program.

1.1.5 Other Vendor Responsibilities

A. Qualifications

Vendor must have at least two years of experience providing juvenile delinquent intervention services and/or juvenile intervention programs. Submit with the proposal, who the key personnel will be assigned to this program. Vendor needs to have an attrition plan in place for turnover of staff to provide continuous services throughout the contract period.

B. Other Program Enhancements

Vendor is encouraged to suggest other program enhancements that they feel will allow this program to be more successful. Along with the enhancements to the program, would also need to be an indication of how the vendor would get the revenue to provide these enhancements. Any pricing for enhancements above and beyond requirements outlined, should be proposed separately.

1.1.6 La Crosse County Funding

La Crosse County plans to work with a budget of \$135,000. Estimated quarter-hour units of 14,560 (or 3,640 hourly).

1.2 Purchasing and Contracting Division/Department

This Request for Proposal (RFP) process is administered by La Crosse County, Purchasing Division and the person responsible for managing the procurement process is Bryan Jostad.

The contract resulting from this RFP will be administered by La Crosse County, Human Services Department. The Contract Coordinator will be Paul Medinger

1.3 Definitions

The following definitions are used throughout the RFP:

AODA means Alcohol and Other Drug Abuse

APSP means Acute Protective Supervision Program

Caseworker means an employee of the vendor.

La Crosse County is represented by the La Crosse County Human Services Department, Justice Support Services.

LCJJU means La Crosse County Juvenile Justice Unit.

Proposer/vendor means an agency submitting a proposal in response to this RFP.

Social Worker means an employee of La Crosse County Human Services Department.

1.4 Clarifications and/or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be received in writing by mail, fax, or e-mail on or before August 17. Send inquiries to:

Paul Medinger, Contract Coordinator
La Crosse County Human Services
300 4th Street N
La Crosse, Wisconsin 54601
Voice: (608) 785-5520 Fax: (608) 793-6567
E-Mail: paul.medinger@lacrossecounty.org

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

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

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.5 Vendor Conference

A vendor conference will be held on **Monday, August 21 from 11:00 a.m. to noon** at the La Crosse County Law Enforcement Center, Room 1617, to respond to written questions and to provide additional instruction and information to providers on the submission of proposals.

1.6 Reasonable Accommodations

La Crosse County will provide reasonable accommodations for the vendor conference upon request. If you need accommodations at the vendor conference, contact Paul Medinger at (608) 785-5520 or paul.medinger@lacrossecounty.org

1.7 Calendar of Events

DATE	EVENT
August 11	Date of issue of RFP
August 17	Deadline for submission of questions by Vendors for Vendor Conference
August 21	Vendor Conference – Room 1617, La Crosse County Law Enforcement Center – 11:00 a.m.
September 8	Proposals due from vendors – 3:00 p.m.
October 13	Vendor interviews – please hold open the following times – 10:00 a.m. – 11:00 a.m., and 1:00 p.m. – 2:00 p.m.
October 20	Anticipated notification of intent to award sent to vendors
December 1	Estimated contract start date

1.8 Contract Terms and Rate Increases

The contract shall be effective from December 1, 2017, until November 30, 2020.

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 presentations/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 five (5) copies of all materials required for acceptance of their proposal by **3:00 p.m., Friday, September 8** to:

Paul Medinger
La Crosse County Human Services
300 4th Street N
La Crosse, Wisconsin 54601

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: Acute Protective Supervision Program

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
 - Outcomes/Documentation
 - Funding/Price Proposal
 - Vendor Presentations/Interviews
- Other Program Enhancements – Vendor is encouraged to suggest other program enhancements that they feel will allow this program to be more successful. Along with the enhancements to the program, would also need an indication of how the vendor would get the revenue to provide these enhancements. Any pricing for enhancements above and beyond requirements outlined, should be proposed separately.
- 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 Packet

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/Interviews

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 Friday, October 13, following an internal meeting on September 15. Please hold open the following times – 10:00 a.m.-11:00 a.m.; 1:00 p.m.-2:00 p.m. 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 September 8, 2017.

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

3.5 Evaluation Criteria

<u>Description</u>	<u>Points</u>
<u>Service Methodology</u>	25
Discuss the approach, including the use of evidence based methods utilized to render the services. Any special techniques, strategies, and capabilities should be set forth in this section.	
<u>Organizational Capabilities</u>	25
Describe Proposer agency experience, ability, and capabilities in providing the service, including current infrastructure and serving the target population. Please also outline your organization's experience collaborating with other community partners.	

<u>Staff Qualifications</u>	25
Describe who the key personnel will be, their background/resume, and what percent of their time will be assigned to this program. What training will be provided to staff? Vendor needs to have an attrition plan in place for turnover of staff to provide continuous services throughout the contract period. Please provide a copy of this plan.	
<u>Outcomes/Documentation</u>	25
Describe “how” the proposed outcomes for each service area will be documented and how the results will be measured and analyzed. Include any templates or methods of measuring agency service performance.	
<u>Funding/Price Proposal</u>	25
Please complete the attached budget worksheets. Please include all direct and indirect costs to provide a <u>direct client contact quarter-hour rate for APSP</u> . Direct client contact is defined as direct face-to-face and phone contact with the client and/or parent. Vendors will only be able to bill direct client contact, by client, for this service, therefore, you will need to wrap all travel, collateral, etc. into this rate.	
<u>Vendor Presentation/Interview</u>	125
<u>TOTAL</u>	250

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 award is estimated to be made by the Internal Purchasing Approvers by October 20, 2017

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 START-UP COSTS

6.1 Start-up Costs (if Applicable)

Start-up costs are allowable for new or expanded services only. This total cost should be reflected under Section BB. Miscellaneous, with detailed proposed expenses attached to the budget packet. Costs incurred should be recovered in the unit price of the product or service. If a vendor feels that they need to bill start-up costs in advance of services being provided, this would need to be justified in the proposal and negotiated prior to contracting. Start-up costs may not be billed prior to services being provided for certain programs

7.0 EXPENSES RELATED TO CONTRACTING

7.1 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.

7.2 Interpreters

Providers of services, not goods, are required by contract to sign a Letter of Assurance for Civil Rights Compliance and/or fill out a full Civil Rights Compliance Plan. Both of these documents require 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.

7.3 Audits

Wisconsin Statutes 46.036(4) (c) requires that any Purchase of Service contract vendor with a contract in excess of \$25,000 must provide the County with an annual audit report unless waived by the State Department of Health and Human Services or the Department of Workforce Development. La Crosse County has obtained an exemption to the mandate that requires an audit for vendors of \$25,000 or more. This exemption increases the audit requirement to vendors that receive \$75,000 or more in annual governmental funding (no matter the source or entity of the funding). If your funding from La Crosse County is between \$25,000 and \$75,000, you will be asked to submit a Vendor Statement of Revenue and Expense in lieu of an audit. The only exception to this is for Child Residential Care Centers or Child Group Homes licensed under HFS 52 and HFS 57, respectively, are required to submit an audit to the Purchaser if the total amount of annual governmental funding through this and other contracts is \$25,000 or more. If your contract exceeds these limits, an audit will be expected.

7.4 Background Checks

- A. Provider shall comply with the provisions of HFS 12, Wis. Admin Code.
- B. Provider shall conduct background checks at its own expense of all employees assigned to do work for the Purchaser under this contract.
- C. 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 and Family Services, and the

Department of Regulation and Licensing as well as out of State records, tribal court proceedings and military records.

- D. Provider shall not assign any individual to conduct work under this contract who does not meet with requirement of this law.
- E. 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 (HFS 12.07(1)).
- F. 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.