



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

Tuesday, September 10, 2019

**HUMAN SERVICES DEPARTMENT
Integrated Support and Recovery Services Section**

Adult AODA Outreach and Supported Housing Services RFP

Proposals must be received no later than
Friday, October 11, 2019 at 3:00 p.m.

SPECIAL INSTRUCTIONS:

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers must submit an original and four (4) copies of all materials**
Label the lower left corner of your sealed submittal envelope as follows:
Proposer's name and address:
Proposal Title: Adult AODA Outreach and Supported Housing Services
RFP
- 3. Vendor Conference will be held on September 18, 2019
At 2:30 p.m. in Room 2002**
La Crosse County Health and Human Services Building
300 4th Street North
La Crosse, WI 54601
(Any questions should be submitted in writing by NOON on Monday, Sept 16th)
- 4. Deliver on or before to Friday, October 11, 2019**
La Crosse County Human Services-Contract Unit
Attn: Chris Sander
300 4th Street North
La Crosse, WI 54601
- 5. Final award decision anticipated by November 8, 2019, with an estimated
contract start date of January 1, 2020.**

LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

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1.0 GENERAL INFORMATION

1.1 Introduction and Background

La Crosse County Human Services, Integrated Support and Recovery Services (ISRS) Section, is focused on enhancing self-sufficiency and quality of life with respect for the dignity of the person served. ISRS encompasses a helping philosophy, meaning it is understood all individuals have the ability to overcome challenges and build a meaningful and rewarding life in the community. ISRS applies skills and experience in empowering an individualized approach to best support each person's journey of Recovery or Discovery. We strive to offer the least intense level of service that is appropriate. We value and respect the experience and expertise of the individuals and families we work with. Evidenced based practice approaches and peer specialist involvement are highly valued in our service delivery system.

La Crosse County is looking for local vendors to bid on one or both of the following specified areas of service (each service will be evaluated separately; however, preference is given to one vendor to provide both services):

- **Outreach Service:** Provides community-focused assistance to individuals in the community in need of additional support around their assessed needs.
- **Supported Housing:** Transitional housing which provides a safe and recovery-oriented environment for individuals initiating, maintaining or reconnecting with their Treatment Plan.

1.1.1 Service Description: Outreach

Outreach service provides assistance to individuals in the community in need of additional support around their Treatment Plan. Outreach service is community-focused and promotes social integration to individuals initiating, maintaining or reconnecting to a Treatment Plan. A Treatment Plan identifies the areas needed to strengthen and increase both health and the likelihood of successful maintenance of a recovery lifestyle. The Treatment Plan addresses both mental health and substance abuse needs, along with primary health needs.

The assigned outreach worker is an active member of the individual's recovery team, including being involved with the development of the Treatment Plan.

Approximate funding available for Outreach Services: \$55,000 annually.

Requirements: Outreach Service shall comply with all requirements included in s. DHS 75.03 that apply to an intervention service and to s. DHS 75.16. More information regarding the 75.16 Standards can be found at <http://www.legis.state.wi.us/rsb/code/dhs/dhs075.pdf>. Other requirements:

- Cultural, gender and age competent in delivery of service
- Training in the areas of:

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- Confidentiality
 - Boundaries
 - Motivational Interviewing
 - Self-Care
 - Dual Diagnosis
 - Non-pharmacological therapies
 - Adequate level of support and supervision 24/7
- A. Target Population
Individuals initiating, maintaining or reconnecting to a Treatment Plan
- B. Eligibility
Individuals are referred by a member of their treatment team or a La Crosse County Integrated Support and Recovery Services staff member. A Treatment Plan is developed with the individual which determines level of authorized service.
- C. Description of Type of Services to be Rendered (not an inclusive list)
1. Assistance/ linkage and follow-up with community resources
 2. Assistance / linkage with Crisis and/or stabilization needs
 3. Attending and/or supporting engagement with the recovery community
 4. Peer support
 5. Assistance with development of after-hours/weekend contacts
 6. Support of daily life skills
 - Assistance with housing and employment search / connection
 - Medication observation
 - Tobacco cessation linkage
 - Connection with volunteer / community service opportunities
 - Accessing transportation
 - Resource linkage
 - Scheduling, organizing and attending appointments
- D. Performance Records and Program Evaluations
- The selected organization will attend routine staffing with La Crosse County Integrated Support and Recovery Services to report/communicate consumer status
 - The selected organization will submit electronic documentation of each contact with the individual and authorized service to report/communicate consumer status

E. Client Records

The following information should be recorded for the clients:

- Name
- Date of Birth
- Race
- Gender
- Documentation of each contact
- Timeframe of service
- Reason for discharge

F. Other Service Requirements

The community provider must be able to work collaboratively with other service providers, including frequent staffing and communication with the individual's multidisciplinary team.

1.1.2 Service Description: Supported Housing Services

Transitional housing which provides a safe and recovery-oriented environment for individuals initiating, maintaining or reconnecting with their *Treatment Plan*.

Approximate Funding Available for Supported Housing Services / Harm Reduction: \$50,000 annually.

A. Target Population

Individuals initiating, maintaining or reconnecting with their *Treatment Plan* who need a safe and recovery-oriented environment for living on a transitional basis.

B. Eligibility

Individuals are referred by ISRS practitioners. A Treatment Plan is developed with the individual determining the level of authorized service.

C. Description of Type of Services to be Rendered

- A safe and recovery-oriented environment will be provided
- House policies in place to promote safety and recovery
- Perform breathalyzers and/or drug testing with residents to assist in promoting a safe recovery environment.
- Strong communication and collaboration with Outreach Service and La Crosse County Integrated Support and Recovery Services
- A system to monitor that the environment remains safe and that policies and procedures are maintained by residents
- Examples:
 - Curfew
 - Smoking
 - Responding to relapses

D. Performance Records and Program Evaluations

The selected organization will submit electronic documentation of a negative encounter at the service within 24 hours to La Crosse County Integrated Support and Recovery Services (e.g., substance use at house, law enforcement involvement, negative interactions between house residents, etc.)

E. Client Records

- Name
- Date of birth
- Race
- Gender
- Documentation of each contact
- Timeframe of service
- Reason for discharge

F. Other Service Requirements

- Six to eight units/apartments/beds should be available; all beds do not need to be utilized at all times.
- There must be separate spaces for male and female residents.
- Environment must promote and allow safe and recovery-oriented living.

1.1.3 Preferences

Preference will be given to vendors that are able to demonstrate knowledge or proficiency in the following areas:

1. Co-Occurring Disorders (COD): Guiding principles include:

- Employ a recovery perspective
- Adopt a holistic viewpoint
- Develop a phased approach to treatment
- Address specific real-life problems early in treatment
- Plan for the client's cognitive and functional impairments
- Use support systems to maintain and extend treatment effectiveness

2. Core values include:

- Family-centered
- Consumer involvement
- Build on natural and community supports
- Strength-based
- Unconditional care

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- Collaboration across systems
 - Team approach across agencies
 - Ensuring safety
 - Gender/age/culturally responsive treatment
 - Self-sufficiency
 - Education and work focus
 - Belief in growth, learning, and recovery
 - Outcome-oriented
3. Culturally Responsive Treatment: Service providers are to provide documentation of culturally responsive trainings and be able to demonstrate knowledge and experience in cultural diversity.
4. Treatment Modes: Evidenced based practice modalities will receive preference:
- Cognitive-behavioral training
 - Motivational Interviewing
 - Enhancing social support networks
 - Contingency management
 - Others

1.1.4 Program Goals

1. To enhance access, coordination and engagement of individuals in a full continuum of substance abuse and mental health treatment and prevention services.
2. To improve individual and aggregate consumer outcomes by continually enhancing the quality and relevance of services for the population that has substance use and/or mental health disorders.
3. To appropriately allocate services to the individual in the least restrictive fashion.
4. To enhance integration of primary, mental and substance use health.
5. To improve the overall health of the La Crosse County community by overall improving this population's morbidity and mortality rate.

1.2 Purchasing and Contracting Division/Department

This Request for Proposal (RFP) process is administered by La Crosse County Human Services Department. The person responsible for managing the procurement process is Chris Sander.

The contract resulting from this RFP will be administered by La Crosse County, Human Services Department. The person coordinating this contract will be Chris Sander.

1.3 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 **September 16, 2019 at NOON**. Send inquiries to:

Chris Sander, Contract Unit Supervisor
La Crosse County Human Services
300 4th Street North
La Crosse, Wisconsin 54601
Voice: (608) 785-5511 Fax: (608) 793-6567
E-Mail: csander@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.

1.4 Vendor Conference

A vendor conference will be held on Wednesday, **September 18, 2019**, at 2:30 p.m. in La Crosse County Health and Human Services Building at 300 4th Street North, Rm 2002 - to respond to written questions and to provide additional instruction and information to providers on the submission of proposals. *Any questions should be submitted in writing by NOON, Monday, September 16, 2019.*

1.5 Reasonable Accommodations

La Crosse County will provide reasonable accommodations for the vendor conference upon request. If you need accommodations at the vendor conference, contact Chris Sander at (608) 785-5511 or csander@lacrossecounty.org.

1.6 Calendar of Events

September 10, 2019	Release date of RFP.
September 16, 2019	Questions on RFP due to County by NOON.
September 18, 2019	Vendor Conference, Room 2002, La Crosse County HHS Building, 2:30 – 3:30 p.m.
October 11, 2019	Proposals due from providers, receipt at 3:00 p.m.
October 28, 2019	Vendor Interviews/Presentations- please hold these times open for possible vendor interviews on October 28, 2019 (9 – 10 a.m.; 10 - 11 a.m. or 11 a.m. – 12 p.m.)
November 8, 2019	Anticipated notification of award sent to providers.
January 1, 2020	Estimated contract start date – negotiable with selected vendor.

1.7 Contract Terms and Rate Increases

The contract shall be effective from January 1, 2020 until December 31, 2022.

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 interviews. Failure to respond to each of the requirements in the RFP may deem the proposer non-responsive.

Provider(s) may submit a proposal on any one or both services, but a separate proposal and budget is requested for each service. The evaluation of each service will be completed separate. The contract for each service will be awarded to the provider(s) who scores the highest on the rating scales provided in Section 3.5 for each of the separate proposals. In addition, multiple proposals may be submitted for each service (See Section 2.6).

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 four (4) copies of all materials required for acceptance of their proposal by **3:00 p.m., October 11, 2019** to:

Chris Sander
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: Adult Outreach and Supported Housing Services RFP

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 as stated below. Providers may submit a proposal on any one, two, or all three service areas. Each service in which your company is proposing should be kept separate due to separate budget and evaluation criteria. All headings and subheadings should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to for each service you are proposing are as follows:

- Evaluation Criteria (See Section 3.5 of this RFP)
 - Service Methodology
 - Organizational Capabilities
 - Staff Qualifications
 - Funding/Price Proposal
- Required Forms
 - Attachment A Signature Affidavit
 - Attachment B Vendor Data Sheet
 - Attachment C Purchase of Service Contract (return only if any requested revisions)
 - Attachment D Budget Packet

2.6 Multiple Proposals

Multiple proposals for each service 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 Interviews/Presentations

Top scoring proposers, based on an evaluation of the written proposal, may be required to participate in interviews/presentations to support and clarify their proposals. **These will be scheduled for October 28th at 1 a.m.; 10 a.m. and 11 a.m., following an internal meeting on October 18, 2019. Please keep this day and times open for a possible interview/presentation. Generally, it is appropriate to bring staff familiar with the program and financial aspects of the proposal such that questions can be answered during the interview time.**

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Opening of Bid

Proposals will be opened after 3:00 p.m. on October 11, 2019.

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

3.5.1 Outreach Evaluation Criteria

Description - Outreach	Points
Service Methodology	25
<p>Demonstrate knowledge and proficiency in the following areas as described in <i>Section 1.1.4 of the Statement of Work (see Section 1.1.2 for additional information on areas we would like responses regarding):</i></p> <ul style="list-style-type: none"> • Co-Occurring Disorders • Core Values • Culturally Responsive Treatment • Treatment Modes <p>Outreach - Community providers interested in providing outreach services should respond to the proposal in accordance with DHS 75.16. Provide innovative strategies for accomplishing this program service with the desired outcomes listed. Outreach service will be accomplished in accordance with the standards and Statement of Work. More information regarding the 75.16 Standards can be found at http://www.legis.state.wi.us/rsb/code/dhs/dhs075.pdf.</p>	
Organizational Capabilities	25
Describe proposer’s agency experience, ability and capabilities in providing the service, including current infrastructure, staffing and experience serving the target population. Please highlight any previous experience collaborating with other service providers for client care and/or plans for how you would collaborate with Human Services on this service.	
Staff Qualifications	25
Describe the educational and work experience of the direct staff and supervisory staff who will be assigned to provide the service. Provide resumes for staff providing direct services.	
Funding/Price Proposal	25
<p>Please complete the attached budget worksheets to set a <u>quarter hour</u> unit rate.</p> <p>Please note the approximate funding available for Outreach is:</p> <p>\$ 55,000 annually</p>	
Vendor History	0
These services are crucial to the clients served by La Crosse County Human Services. As part of this evaluation, a vendor may have up to 15 points	

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subtracted based on the vendor’s past historical integrity in regards to providing services that meet needs of the clients, comply with program requirements and standards and are financially sound. Vendors with no previous history will be scored at zero.	
<u>Vendor Interviews/Presentations</u>	100
<u>TOTAL</u>	200

3.5.2 Supported Housing Services Evaluation Criteria

<u>Description – Supported Housing</u>	<u>Points</u>
<u>Service Methodology</u>	25
<p>Please demonstrate your knowledge and proficiency in the following areas as described in <i>Section 1.1.4 of the Statement of Work (see Section 1.1.3 for additional information on areas we would like responses regarding)</i>:</p> <ul style="list-style-type: none"> • Co-Occurring Disorders • Gender Specific Services • Culturally Responsive Treatment • Treatment Modes <p>Supported Housing Services - Vendors interested in providing supported housing services are requested to provide information regarding housing availability, housing environment, staffing and access to public services.</p>	
<u>Organizational Capabilities</u>	25
Describe agency experience and ability to provide the service, including current infrastructure and experience serving the target population. Please highlight any previous experience collaborating with other service providers for client care and/or plans for how you would collaborate with Human Services on this service.	
<u>Staff Qualifications</u>	25
Describe the educational and background work experience of the staff who will be working with this target population and overseeing the supported housing service.	
<u>Funding/Price Proposal</u>	25
<p>Please complete the attached budget worksheets to set a monthly rate.</p> <p>Please note the approximate funding available Supported Housing is: \$ 50,000 annually</p>	
<u>Vendor History</u>	0
These services are crucial to the clients served by La Crosse County Human Services. As part of this evaluation, a vendor may have up to 15 points subtracted based on the vendor’s past historical integrity in regards to providing services that meet needs of the clients, comply with program	

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requirements and standards and are financially sound. Vendors with no previous history will be scored at zero.	
<u>Vendor Interviews/Presentations</u>	100
<u>TOTAL</u>	200

3.6 Required Forms

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

Attachment A	Signature Affidavit
Attachment B	Vendor Data Sheet
Attachment C	Purchase of Service Contract (only if you have requested revisions)
Attachment D	Budget Packet

3.7 Final Offers

The final decision is estimated to be made by the Internal Purchasing Approvers by November 8, 2019.

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 reserves the right to award the contract under this Chemical Health Services RFP to one or multiple vendors.

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.

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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

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- 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 \$100,000 must provide the County with a certified financial and compliance audit report.

7.4 Background Checks

- A. Provider shall comply with the provisions of DHS 12, Wis. Admin Code.
- B. Provider shall conduct background checks at its own expense of all employees assigned to do work, with direct client contact, for the Purchaser under this contract.
- C. Provider shall conduct background checks with other states where the employee has lived, any time an employee required to have a background check, has lived out of state within the last 3 years.
- D. Provider shall retain in its Personnel Files all pertinent information, to include a Background Information Disclosure Form and/or search results from the Department of Justice, the Department of Health Services, and the Department of Regulation and Licensing as well as out of State records, tribal court proceedings and military records.
- E. Provider shall not assign any individual to conduct work under this contract who does not meet with requirement of this law.
- F. Provider shall train its staff to immediately report all allegations of misconduct to their immediate supervisor, including abuse and neglect of a client or misappropriation of client's property. Staff shall also report to their immediate supervisor, as soon as possible, but no later than the next working day, when they have been convicted of any crime or have been, or are being investigated by any government agency for any act or offense (DHS 12.07(1)).
- G. The Provider shall notify the Purchaser, as soon as possible, but no later than the Purchaser's next business day, when any of the following occurs with regard to its personnel pursuant to DHS 12.07(2):
 - a. The Person has been convicted of any crime
 - b. The person has been or is being investigated by any governmental agency for any other act, offense or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.

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- c. The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
- d. In the case of a position for which the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.
- H. Upon notification from Provider, Purchaser will follow its internal procedures.
- I. Provider shall maintain the results of background checks on its own premises for at least the duration of the contract. Provider shall complete the form attached as Appendix 7 (Page 2) and return it to the Purchaser. Purchaser may audit Provider Personnel files to assure compliance with the State of Wisconsin Caregiver Background Check Policy.
- J. After the initial background check at the time of employment, licensure or contracting, the Provider must conduct a new Caregiver Background Check every four (4) years, or at any time within that period if the Provider has reason to believe a new check should be obtained.

Plan and budget accordingly for all of these expenses related to contracting with La Crosse County.