



**Request for Proposal  
for  
County of La Crosse, Wisconsin**

**Wednesday, August 16, 2017**

**HUMAN SERVICES DEPARTMENT  
Justice Support Services**

**Drug Court Data Gathering RFP**

Proposals must be received no later than  
3:00 p.m., September 18, 2017

**SPECIAL INSTRUCTIONS:**

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers must submit an original and seven (7) copies of all materials**  
Label the lower left corner of your sealed submittal envelope as follows:  
Proposer's name and address:  
Proposal Title: Drug Court Data Gathering RFP
- 3. Vendor Conference will be held on:  
Wednesday, August 23<sup>rd</sup>, 2017 from 9:00 a.m. to 10:00 a.m.  
in Room 2003:**  
La Crosse County Health and Human Services Building  
300 4<sup>th</sup> Street North – 2<sup>nd</sup> Floor  
La Crosse, WI 54601
- 4. Deliver on or before September 18<sup>th</sup>, 2017, by 3:00 p.m. to**  
La Crosse County Human Services - Contract Unit  
Attn: Chris Sander  
300 4<sup>th</sup> Street North  
La Crosse, Wisconsin 54601
- 5. Final award decision anticipated by October 31<sup>st</sup>, 2017, with an estimated  
contract start date of January 1, 2018.**

**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, Justice Support Services Section (JSS), has applied for a Bureau of Justice Assistance (BJA) Adult Drug Court Enhancement Grant.

The proposed project aims to provide critical feedback on the current state of the court's operations, participant outcomes, and cost-benefit information compared with a matched Business As Usual (BAU) incarcerated comparison group. Results of this project will provide the La Crosse County Drug Treatment Court (DTC) judge and staff with essential information about their compliance with best practice standards, recommended improvements, data about their participants' program success and outcomes, potential underlying sources for negative outcomes or program failures, cost-benefit information, and technical assistance to make positive adjustments to processes and procedures.

If awarded this grant, JSS needs to have a Research Partner (RP) to share responsibilities with the National Center for State Courts (NCSC) for process evaluation focusing primarily on compliance with standards (Wisconsin and National) and best practices. This agency will also assist with gathering data on the comparison group and help gather data for this pool. Finally, the agency will assist in gathering cost data for the cost drivers for both drug court participants and the comparison group.

#### **1.1.2 Service Description**

##### **A. Description of Type of Services to be Rendered**

Share responsibilities with NCSC for a process evaluation focusing primarily on compliance with Wisconsin and National standards and best practices. A multi-method approach will be used to collect information, including focus groups, interviews, direct observation, examination of program documents and analysis of data from the drug court database. Areas to be examined include:

- Assessment Practice – COMPAS Risk/Needs tool and other screening tools ie: MH/URICA/UNCOPE/DVSI-R/WRNA
- Treatment (QA – provider's groups)
- Case Plan implementation and updates
- Length from arrest to admission into Court
- Process to determine eligibility
- Treatment Court Standards observed (Wisconsin and National)
- Staff training requirements (Staff education requirements)
- Attention to Dual Diagnosis
- Participant's Risk Level
- Cognitive Behavioral Therapy, Evidence Based Research Gender-Based Groups

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B. Project Time and Task Plan

<b>Project Time and Task Plan BJA Drug Court Enhancement Grants</b>			
<b>Project Goal</b>	<b>Task/Activity</b>	<b>Activity Start and Finish Dates</b>	<b>Person/Agency Responsible</b>
<b>PROJECT PLANNING (NCSC)</b>			
	Project initiation	January 2018	NCSC; DTC
	Discuss data needs with DTC		NCSC; DTC
	Create data request for State Police/DOC recidivism data	February 2018	NCSC
	Finalize evaluation plan and project management		NCSC; DTC, <b>RP</b>
<b>PROCESS EVALUATION</b>			
	Site visit preparation and material development	March-April 2018	NCSC; DTC
	Site visit interviews and analysis	June 2018	NCSC: DTC
	Process evaluation surveys and analysis	May 2018	NCSC: DTC, <b>RP</b>
	Prepare process evaluation chapters and recommendations	June-September 2018	NCSC
	Presentation of results and recommendations of process evaluation to DTC	August 2018	NCSC
<b>OUTCOME EVALUATION</b>			
	Collect DTC participant data	February-April 2018	NCSC; DTC, <b>RP</b>
	Select matched comparison group for impact evaluation	February-May 2018	NCSC, <b>RP</b>
	Collect Comparison group data	March-August 2018	DTC, <b>RP</b>
	Conduct outcome and impact analysis	September-October 2018	NCSC

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	Prepare chapters on outcome and impact evaluations	October- November 2018	NCSC, <b>RP</b>
	Present results of outcome evaluation to DTC	December 2018	NCSC
<b>COST-BENEFIT ANALYSIS</b>			
	Define scope of cost benefit analysis and identify BAU comparison costs	January- February 2019	NCSC, <b>RP</b>
	Collect cost data from DTC and BAU comparison	March-May 2019	NCSC; DTC, <b>RP</b>
	Estimate outcome costs	June-July 2019	NCSC, <b>RP</b>
	Conduct cost-benefit analysis	August- September 2019	NCSC
	Prepare chapters for cost-benefit analysis	October- November 2019	NCSC, <b>RP</b>
	Present results of cost-benefit analysis to DTC	November 2019	NCSC

C. Budget

The anticipated budget for this service, if the grant is received, is \$75,000.

D. Grant Award

Award notifications for the BJA grant will be made by September 30, 2017. La Crosse County will not move forward with the award from this process, if the grant is not received.

E. Timeframe of work to be completed

Successful vendor should be able to perform work on this project at the beginning of 2018 through the end of 2019.

**1.2 Purchasing and Contracting Division/Department**

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

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

**1.3 Definitions**

The following definitions are used throughout the RFP:

BAU – Business As Usual  
BJA – Bureau of Justice Assistance  
DOC – Department Of Corrections  
DTC – Drug Treatment Court  
JSS – Justice Support Services  
NCSC – National Center for State Courts  
RP – Research Partner

**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 **Monday, August 21<sup>st</sup>, 2017**. Send inquiries to:

Chris Sander, Contract Unit Supervisor  
La Crosse County Human Services  
300 4<sup>th</sup> Street N  
La Crosse, Wisconsin 54601  
Voice: (608) 785-5511      Fax: (608) 793-6567  
E-Mail: [sander.chris@co.la-crosse.wi.us](mailto:sander.chris@co.la-crosse.wi.us)

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 **Wednesday, August 23<sup>rd</sup>, 2017 at 9:00 a.m.** at La Crosse County Health and Human Services Building at 300 4<sup>th</sup> Street North, 2<sup>nd</sup> Floor, Room 2003 - 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 Chris Sander at (608) 785-5511 or [sander.chris@co.la-crosse.wi.us](mailto:sander.chris@co.la-crosse.wi.us).

**1.7 Calendar of Events**

August 16, 2017	Release date of Drug Court Data Gathering RFP.
August 21, 2017	Questions on RFP due to County
August 23, 2017	Vendor Conference, Rm 2003, 2 <sup>nd</sup> floor, La Crosse County Health & Human Services Building, 9:00 a.m. – 10:00 a.m.
September 18, 2017	Proposals due from providers, <b>receipt by 3:00 p.m.</b>
Sept 29 – Oct 4, 2017	Vendor Presentations/Interviews – <b>please hold these dates and times open for possible vendor interviews (September 29<sup>th</sup> 12-1 p.m. and October 4<sup>th</sup> 12-1 p.m.)</b>
October 31, 2017	Anticipated notification of award sent to providers
January 1, 2018	Estimated contract start date

**1.8 Contract Terms and Rate Increases**

The contract shall be effective from 1/1/2018 until 12/31/2019.

**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 presentation/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 seven (7) copies of all materials required for acceptance of their proposal by **3:00 p.m., September 18, 2017** to:



**Drug Court Data Gathering RFP**  
**Human Services – Justice Support Services**

Chris Sander  
La Crosse County Human Services  
Contract Unit  
300 4<sup>th</sup> Street North  
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: Drug Court Data Gathering 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 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 as follows:

- Evaluation Criteria (See Section 3.5 of this RFP)
  - 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 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/Interview**

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 September 29<sup>th</sup> at noon or October 4<sup>th</sup> at noon, following an internal meeting on September 25<sup>th</sup>. Please keep these dates and times open for a**

possible presentation/interview. 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 18<sup>th</sup>, 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 vendor presentation/interviews and use the results of those meetings in scoring the proposals.

#### 3.5 Evaluation Criteria

<b><u>Description</u></b>	<b><u>Points</u></b>
<b><u>Organizational Capabilities</u></b>	<b>25</b>
Describe proposer's agency experience, ability, and capabilities in providing the service, including current infrastructure.	
<b><u>Staff Qualifications</u></b>	<b>25</b>
Describe the designated staff's background, education and experience with providing these types of services.	
<b><u>Funding/Price Proposal</u></b>	<b>25</b>
Please provide an hourly rate for this service, along with your preferred payment plan (i.e. monthly, quarterly, by task, etc.)	
<b><u>Vendor Interviews</u></b>	<b>75</b>
<b><u>TOTAL</u></b>	<b>150</b>

**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 on a provider is estimated to be made by the Internal Purchasing Approvers by **October 31, 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. This document requires 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.

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