



**Request For Proposal  
for  
Western Region for Economic  
Assistance (WREA Consortium)**

**Friday, September 8, 2017**

**HUMAN SERVICES DEPARTMENT  
Western Region for Economic Assistance (WREA) Consortium**

Fraud Prevention Investigation (FPI) Services  
For  
The Western Region for Economic Assistance (WREA) Consortium

Proposals must be received no later than  
3:00 p.m., October 13, 2017

**SPECIAL INSTRUCTIONS:**

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers must submit an original and six (6) copies of all materials**  
Label the lower left corner of your sealed submittal envelope as follows:  
Proposer's name and address:  
Proposal Title: FPI Services
- 3. Vendor Conference will be held on:  
Friday, September 22 from 2:00 p.m. until 3:00 p.m.  
in Room 2002:**  
La Crosse County Health & Human Services  
300 4<sup>th</sup> Street N  
La Crosse, WI 54601  
*\*Questions due by September 19.*
- 4. Deliver on or before October 13, 2017**  
La Crosse County Human Services - Contract Unit  
ATTN: –Paul Medinger  
300 4<sup>th</sup> Street N  
La Crosse, Wisconsin 54601
- 5. Final award decision anticipated by November 15, 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**

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide Fraud Prevention Investigation (FPI) Services for the Western Region for Economic Assistance (WREA) Consortium. The WREA Consortium includes Buffalo, Clark, Jackson, La Crosse, Monroe, Pepin, Trempealeau and Vernon Counties.

The WREA Consortium is responsible for conducting activities to reduce payment errors and to establish a program to investigate suspected fraudulent activity on the part of recipients of the Wisconsin Medicaid, Badger Care Plus, Food Share, and the Wisconsin Shares Child Care programs. The Consortium is also responsible for investigating suspected fraudulent activities by Child Care providers who are receiving Child Care subsidy payments.

The Consortium is looking for vendors to bid on the following Fraud Prevention Investigation Services:

DHS- Badger Care Plus, Medicaid, and Food Share related investigations.

DCF – Child Care Program and current child care provider investigations.

#### **1.1.1 Service Description - Department of Health Services**

The vendor selected to provide FPI services must provide methods/modes of services that are in accordance with acceptable standards of practice and investigational ethics to withstand counter-litigation and judicial scrutiny, as the information obtained will be used by WREA in prosecuting fraud. The vendor will follow DHS Fraud Prevention and Investigation Program guidelines (<https://www.dhs.wisconsin.gov/dhcaa/memos/admin/15-04attachment.pdf>), Wisconsin Statute 440.26, and Administrative Code Chapter RL 30 to put a program together to investigate potential fraudulent activity on the part of recipients of the Wisconsin Medicaid (MA), Badger Care Plus (BC+) and FoodShare (FS) Programs.

##### **A. Target Population**

- Applicants and recipients of Food Share.
- Applicants and recipients of BadgerCare Plus.
- Applicants and recipients of Medicaid.

##### **B. Eligibility**

Applicants and recipients whose case meets WREA's Error Prone Profile or that are suspected of committing fraudulent activities.

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C. Description of Type of Services to be Rendered

- Maintain a log of all investigation referrals made by WREA staff. This includes updating the BRITS system for tracking investigations.
- Conduct investigations within the Consortium's specified timeline in accordance with program guidelines.
- Provide a full range of investigative services including surveillance; conducting first, second and third party interviews, in person and by phone; detailed official background reports (including criminal background checks in other states); postal service address validation; and other services required to assist with program integrity issues related to fraud detection and prosecution.
- Development of complete and detailed reports of observations and situations, in a format agreed upon by purchaser and vendor, including all supporting evidence discovered and gathered.
- Coordinate adjudication of FPIP cases referred to the criminal justice system.
- Testifying at hearings and court proceedings when requested by the Department.
- Provide service 24 hours a day, 7 days a week, and on call with 24 hours notice if necessary.
- Assist Consortium management with special projects consistent with the goals of fraud prevention and error reduction. This may include assisting Consortium management to provide fraud detection and referral training to WREA Consortium staff.
- Cooperate with the Office of Inspector General's Fraud Investigation Recovery and Enforcement Section on implementation of FPIP procedures.
- Obtain/verify information from voting records, marriage records, Google, social media and other sources, including background checks in other states.
- Obtain copies of criminal complaints from the court system when requested by Consortium's management staff.

**1.1.2 Service Description – Department of Children and Families**

The vendor selected to provide FPI services must provide methods/modes of services that are in accordance with acceptable standards of practice and investigational ethics to withstand counter-litigation and judicial scrutiny, as the information obtained will be used by WREA in prosecuting fraud. The vendor will follow all policy and procedural guidelines in Administrative Code DCF 201, and Chapter 4 of the Wisconsin Shares Child Care Assistance Manual

<https://dcf.wisconsin.gov/manuals/wishares-cc-manual/>

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A. Target Population

- Applicants and Recipients of Wisconsin Shares Child Care.
- Current child care providers.

B. Eligibility

- Applicants and Recipients whose case meets WREA's Error Prone Profile or who are suspected of committing fraudulent activities.
- Current child care providers.

C. Description of Type of Services to be Rendered

- Maintain a log of all investigation referrals made by WREA staff. This includes updating BRITS system for tracking investigations.
- Conduct investigations within the Consortium's specified timeline in accordance with program guidelines.
- Provide a full range of investigative services including surveillance; conducting first, second and third party interviews, in person and by phone; detailed official background reports, postal service address validation and other services required to assist with program integrity issues related to fraud detection and prosecution, including criminal background checks in other states.
- Use Front End Verification Techniques, Error Prone Profile Characteristics and Investigative Tools to scrutinize cases or providers.
- Coordinate adjudication of FPIP cases referred to the criminal justice system.
- Development of complete and detailed reports of observations and situations, in a format agreed upon by Purchaser and Vendor, including all supporting evidence discovered and gathered.
- Testifying at hearings and court proceedings when requested by the Department.
- Provide service 24 hours a day, 7 days a week, on call with 24 hours notice if necessary.
- Assist Consortium management with special projects consistent with the goals of fraud prevention and error reduction. This may include assisting Consortium management to provide fraud detection and referral training to WREA Consortium staff.
- Child Care Provider investigations must be able to provide physical surveillance and observation of provider and recipient locations, including video and photos. Video and photographs must be dated and time-stamped.
- Obtain/verify information from voting records, marriage records, social media and other sources, including background checks in other states.
- Obtain copies of criminal complaints from the court system when requested by Consortium's management staff.

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**1.1.3 Performance Records and Program Evaluations**

- Maintain a figure less than 20 days as vendor's average number of elapsed days per completed fraud prevention investigation, calculated from the referral date to the date that the investigation is completed.
- Compile and track data for FPIP (DHS) reports.

**1.1.4 Client Records**

- Vendor must keep investigation records to include all supporting documents for the investigation.
- Comply with the confidentiality and personal rights provisions of Wisconsin Statutes s. 49.81 (public assistance recipients' bill of rights) and s. 49.83 (limitation on giving information).
- Vendor must provide a summary of investigation findings via investigation report, in a format agreed upon by vendor and Consortium Management. The report must be factual, devoid of opinions, and concisely written so that the Consortium worker can readily draw a conclusion to use as a basis for taking case action. Any documentary evidence in support of the reported findings and discrepancies must be submitted with the report.

**1.2 Other Service Requirements**

- Attend periodic meetings with Consortium management staff.
- Attend trainings offered by the DCF and the DHS related to FPI services.
- Bidder must be a certified, bondable private investigator, licensed in the State of Wisconsin under State Statute 440.26.
- Bidder must have at least 5 years of relevant experience in the business of private investigations, including demonstrated experience assisting a governmental agency in investigating fraud of government programs and benefits.
- Bidder must provide proof of certification as a Welfare Fraud Investigator, issued by the United Council on Welfare Fraud, <http://www.ucowf.net>. for staff members that would service the contract.

**1.3 Program Goals**

- Fraud prevention and detection for the Badger Care, Medicaid, FoodShare and Wisconsin Shares Child Care programs.
- Administration of the FPIP (DHS) to be cost neutral such that total administrative costs not to exceed total program savings as measured by future savings, claims establishment and sanctions.
- An increased confidence in public assistance program administration.
- Ensure all agencies have access to FPI services and that all applicants / recipients are subject to the same level of investigative scrutiny.

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**1.4 Desired Outcomes**

<b>Performance Objective</b>	<b>Expected Outcome</b>	<b>Outcome Measures</b>
Ensure DHS caseload requirements are met.	Maintain an average monthly ratio of 10 completed investigations per funded full-time investigator.	Tracking and documentation of completed cases.
Ensure timely fraud protection and detection.	95% of investigation cases will be completed in 20 calendar days, on average, from the referral date to the date that the investigation is completed.	Tracking and documentation of each case and the investigation timeframes.
Ensure the Program is being performed per the rules and regulations.	100% of investigators will be trained on the DHS and DCF statutes, policies, procedures and guidelines for performing FPI services.	Tracking and documentation of training per individual.
Ensure timely completion of Front End Referrals.	95% of Front End Referrals are completed before program benefits are required to be issued.	Tracking and documentation of referrals and completion.

**1.5 Purchasing and Contracting Division/Department**

This Request for Proposal (RFP) process is administered by La Crosse County, Human Services – Contract Division and the person responsible for managing the procurement process is Paul Medinger

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

**1.6 Definitions**

The following definitions are used throughout this document:

BC – Badger Care

DCF – Department of Children and Families

DHS – Department of Health Services

FPIP – Fraud Prevention and Investigation Program

FS - FoodShare

MA – Medicaid



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**1.7 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 19, 2017. Send inquiries to:

Paul Medinger, Contract Coordinator  
La Crosse County Human Services  
300 4<sup>th</sup> Street N  
La Crosse, Wisconsin 54601  
Voice: (608) 785-5520      Fax: (608) 793-6567  
E-Mail: [pmedinger@lacrossecounty.org](mailto:pmedinger@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.

While there will be a Vendor Conference to discuss this Request for Proposals, it is recommended that you submit questions ahead of time if able. We ask that all known questions be submitted by September 19 in order that we may be more able to have answers to your questions readily available during the Vendor Conference on September 22.

**1.8 Vendor Conference**

A vendor conference will be held on Tuesday, **September 22** at 2:00 p.m. at La Crosse County Health & Human Services Building at 300 4<sup>th</sup> Street N., Room 2002- to respond to written questions and to provide additional instruction and information to providers on the submission of proposals.

**1.9 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 [pmedinger@lacrossecounty.org](mailto:pmedinger@lacrossecounty.org).

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**1.10 Calendar of Events**

September 8, 2017	Release date of FPI Services RFP
September 19, 2017	Questions on RFP due to County
September 22, 2017	Vendor Conference, Room 2002, La Crosse County Health & Human Services Building, 2:00-3:00 p.m.
October 13, 2017	Proposals due from providers, <b>receipt at 3:00 p.m.</b>
October 27, 2017	Vendor Interviews- <b>please hold this day open for possible vendor interviews, 10:00 a.m., or 11:00 a.m.</b>
November 15, 2017	Anticipated notification of award sent to providers
January 1, 2018	Estimated contract start date

**1.11 Contract Terms and Rate Increases**

The contract shall be effective from January 1, 2018 until December 31, 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 interviews. Failure to respond to each of the requirements in the RFP may deem the proposer non-responsive.

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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 six (6) copies of all materials required for acceptance of their proposal by **3:00 p.m., October 13, 2017** to:

Paul Medinger  
La Crosse County Human Services - Contract Unit  
300 4<sup>th</sup> 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: Fraud Prevention Investigation Services

## **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)
  - Service Methodology
  - Organizational Capabilities

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- Staff Qualifications
- Outcomes/Documentation
- 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/Interviews**

Top scoring proposers, based on an evaluation of the written proposal, may be required to participate in interviews to support and clarify their proposals. **These will be scheduled for October 27, 2017, following an internal meeting on October 23, 2017. Please keep this date open for a possible 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. The interviews will be scheduled for 10:00 a.m. and 11:00 a.m. in Room 1615 of the La Crosse County Law Enforcement Center, 333 Vine Street, La Crosse, WI 54601 (note that you will have to pass through metal detectors upon arrival).**

## **3.0 PROPOSAL SELECTION AND AWARD PROCESS**

### **3.1 Opening of Bid**

Proposals will be opened after 3:00 p.m. on October 13, 2017

### **3.2 Preliminary Evaluation**

The proposals will first be reviewed to determine if requirements in Section 2.0, Section 3.5, and 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.

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**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**

DHS and DCF responses will be reviewed separately using the following evaluation criteria. Please note that some requirements are for one agency and not the other when documented as such.

<b>Description</b>	<b>Points</b>
<b>Service Methodology</b>	<b>25</b>
Provide a demonstrated success and an understanding in the areas of service required in the Scope of Work. Include program methods, strategies, and “how” the proposed services are consistent with services requested in Section 1 and the program goals and outcomes.	
Provide information on front end techniques and investigative tools utilized in the investigation services.	
Provide the availability to respond to investigation referrals on a short notice.	
<b>Organizational Capabilities</b>	<b>25</b>
Describe proposers agency experience, ability, and capabilities in providing the service, including current infrastructure and experience serving the target population.	
Demonstrate experience assisting governmental agencies in investigating fraud of government programs and benefits.	
Provide your experience in testifying in criminal prosecutions, and in establishing Intentional Program Violations (IPV) as a result of fraud investigations.	

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For DCF responses demonstrate experience in investigating child care provider fraud, including surveillance of day care provider locations.  Provide two letters of reference from organizations receiving similar services.	
<b><u>Staff Qualifications</u></b>	<b>25</b>
Describe the educational and background work experience and overall qualifications of the investigators who will be assigned to provide FPI Services. Give an explanation of what certification, training and ongoing training will be completed as well as the length of the training.  Provide a copy of the certification for staff members that would serve on the contract.	
<b><u>Outcomes/Documentation</u></b>	<b>25</b>
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 that will be used. Provide your organizational approach to document consumer satisfaction with the services and if the services are promoting the desired outcomes as listed in Section 1.1.3.	
<b><u>Funding/Price Proposal</u></b>	<b>25</b>
Please complete the attached budget worksheets. Please include all direct and indirect costs to provide an hourly rate for the following: <ul style="list-style-type: none"> <li>• Hourly cost for testifying at Hearings or in Court</li> <li>• Hourly cost for Fraud Prevention Investigation</li> </ul>	
<b><u>Vendor Interviews</u></b>	<b>125</b>
<b><u>TOTAL</u></b>	<b>250</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 posted on the La Crosse County website.

- |              |   |
|--------------|---|
| 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 provider is estimated to be made by the Internal Purchasing Approvers by November 15, 2017.

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**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

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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



**RFP for Fraud Prevention Investigation Services  
La Crosse County - Western Region for Economic Assistance (WREA) Consortium**

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.***