



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

**Thursday, March 23, 2017**

**AMENDED**

**HUMAN SERVICES DEPARTMENT  
Justice Support Services**

GPS and Alcohol Monitoring Equipment and Services

Proposals must be received no later than  
3:00 p.m., April 27, 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: GPS & Alcohol Monitoring Equipment and Services RFP
- 3. Vendor Conference will be held on:**  
**Thursday, April 6<sup>th</sup>, 2017 from 9:00 a.m. to 10:00 a.m.**  
**in Rm 2003, 2<sup>nd</sup> floor:**  
La Crosse County Health and Human Services Building  
300 4<sup>th</sup> Street North  
La Crosse, WI 54601
- 4. Deliver Proposal on or before April 27<sup>th</sup>, 2017, by 3:00 p.m. to**  
La Crosse County Human Services  
Attn: Chris Sander  
300 4<sup>th</sup> Street N  
La Crosse, Wisconsin 54601
- 5. Final award decision anticipated by June 9, 2017, with an estimated contract start date of July 5, 2017.**

**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 allow them to prepare and submit a proposal to provide GPS and Alcohol Monitoring Equipment and Services for La Crosse County Human Services Department.

La Crosse County Human Services currently has two sections within Justice Support Services that use these services. The Justice Support Services (JSS) Adult Section monitors adult offenders that continue to live within the community. The JSS Juvenile Section monitors juvenile offenders that continue to live within the community. In the Request For Proposal (RFP), the Justice Support Services Adult Section will be referred to as “JS” and the Juvenile Section will be referred to as “JJ”. La Crosse County Human Services will be referred to as “LCHS”.

La Crosse County is looking for vendors to propose on one or more of the following areas:

- **GPS Equipment and Services**
- **Alcohol Monitoring Equipment and Services**

Each area will be evaluated separately (please see Section 3.5 for Evaluation Criteria). A separate proposal is expected for each area, if vendor is proposing in multiple areas. If there is a discount for La Crosse County choosing a vendor for multiple areas, please outline that in your pricing.

The table below gives a picture for 2016 usage and cost.

Type of Unit	Average # of Units Active Per Month	Number of client days in 2016	# of Spare Units kept on site	Highest # in use on a given day	2016 Cost per day
MEMS Cellular (Alcohol Monitor Device)	1	177	2	3	\$4.20/day
MEMS Landline	3	803	2	8	\$3.30/day
Passive GPS (JS)	175	37,103	20	115	\$3.50/day
Passive GPS (JJ)	20	4,374	Included above	15	\$3.50/day

### **1.1.2 Service Description**

#### General Requirements for All Equipment

The vendor shall retain ownership of the equipment and be responsible for all routine maintenance and all repairs due to defects, malfunction or breakdown of equipment.

Vendor shall supply equipment at no ownership cost to La Crosse County.

Vendor shall supply sufficient batteries, latches, straps and accessories for all equipment at no additional cost to La Crosse County.

All tools and instruments necessary for installation of the equipment will be supplied to La Crosse County at no additional cost.

The number of units in use on a daily and monthly basis will vary over time. It is expected that La Crosse County have a reasonable amount of inventory on-site to meet increases in demand. The amount of on-site inventory shall be mutually agreed upon between La Crosse County and the vendor.

The vendor shall propose a percentage loss estimate into the daily rate of the equipment provided to La Crosse County. This loss estimate is for damaged (as caused by La Crosse County or clients), lost and stolen equipment. La Crosse County proposes that La Crosse County be responsible for losses that exceed an agreed upon percentage per equipment category per calendar year. The vendor shall provide a monthly report of lost equipment, including an ID #, along with returned/found equipment that was listed as lost on a prior report. The vendor shall submit an annual invoice for losses above the agreed upon percentage by January 31<sup>st</sup> for the prior year, along with a detailed listing of the equipment.

Equipment shall be easy to replace in the field with minimal training and experience of the installer.

All equipment shall function reliably under normal atmospheric and human environmental conditions.

#### Monitoring System Requirements for All Equipment

Vendor shall provide monitoring twenty-four (24) hours per day, seven (7) days a week, for the entire calendar year.

The vendor shall have the ability to report client violations to the JS/JJ staff twenty-four (24) hours per day, seven (7) days per week.

Client violation information and equipment status information shall be documented and maintained by the vendor for each client for three (3) years.

Upon request, the vendor shall provide a daily summary of client(s) activities for specified timeframe.

Vendor must have the ability to communicate violations to JS and JJ staff via phone, fax and email.

Vendor may be responsible for entering into its host computer all required computer demographic information, curfew and system configuration data, data termination, data storage, monitoring transmission data and any other information that is pertinent to each client.

The timeframe that client profile information shall be conveyed to the vendor for start of the monitoring term (for each client) shall be mutually agreed upon by JS/JJ and the vendor.

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Training and Support for All Equipment

The vendor must provide customer support, at no additional cost, which is available, toll-free, 24 hours per day, 365 days per year. If this support will be supplied by a third party, please disclose that in the proposal process. Available support should include equipment troubleshooting, event interpretation, client status checks, application questions and updates, in the event that access to a web-enabled computer is not available.

All calls to the vendor's customer support center must be recorded and recordings available, should the need arise. Recorded calls should be kept for 5 years.

When agency personnel call the vendor's customer support number, the call must be answered directly by a customer support representative, not by an automated voice attendant or Integrated Voice Response System.

Vendor shall provide on-site training to JS/JJ staff prior to initiating these services. Actual out-of-pocket expenses for all initial on-site training incurred by the vendor, including, but not limited to, travel, meals, board and miscellaneous shall be included in the daily rate for each unit.

The training shall be divided into classroom instruction and practical "hands on" instruction.

JS/JJ may request additional periodic training. The cost of such additional periodic training shall be mutually agreed upon between the vendor and La Crosse County prior to the training.

**A. Remote Alcohol Monitoring**

Additional Equipment Requirements:

The equipment shall utilize mechanisms that detect attempts by the client to defeat the equipment. The equipment shall include tamper detection features to ensure accuracy of the data generated by the unit.

The equipment must produce results that have an accurate and direct correlation with blood alcohol levels.

The unit must measure the presence of alcohol only. The unit must not respond to natural gas or acetone.

The unit must allow the tests to be administered in a variety of methods, including but not limited to:

- randomly, as generated by the computer within a time window specified by LCHS. This should allow for an unlimited number of test periods and tests.
- At the office or client home by authorized Department staff
- On-demand, by the Department

If the equipment needs the use of telecommunications to operate, the equipment shall have the ability to accommodate land line phones, cellular service and/or USB devices.

**B. Passive GPS Tracking System**

Additional General System Requirements:

The equipment must have the ability to electronically monitor a person's presence or absence at a specific location at specified time periods. The

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system must be a continuous signaling, transmitter and require no active participation by the client.

The system must be able to communicate through local cellular towers.

The unit must have at least dual tamper resistant features that will enable the transmitter to immediately notify the monitoring center of any tamper attempt or removal from the offender's body. This would include severing the strap or removal of the transmitter without severing the strap.

Other commercially available products shall not use the transmitter signal.

The case of the unit shall be sealed and be shock and water-resistant, and function reliably under normal atmospheric and human environmental conditions. The strap shall be made of hypoallergenic material and not of any metal or steel that may cause injury to either field officer or client.

The unit must emit a signal on a continuous basis during the operating life of the battery and transmit a low battery signal prior to low battery condition.

The tracking unit must be able to record GPS data at preset intervals. These intervals shall be adjustable. JS/JJ should be able to set and change this data collection rate through the software interface.

The tracking unit shall have a field replaceable battery or contain a battery that has a life of at least one year.

~~The tracking unit shall have the ability to emit a clearly audible signal when prompted to assist in locating it.~~ The tracking unit shall have functions that assist in locating the unit.

The tracking unit must send all collected data to the central monitoring computer.

**D. Target Population**

Adult and juvenile offenders that continue to live within the community.

**E. Eligibility**

Individuals are ordered by the courts as a condition of bond and/or sentencing.

**F. Description of Type of Services to be Rendered**

Vendor shall provide equipment, monitoring services, software, training and support.

**G. Other Service Requirements**

The vendor shall structure the service in a manner that as enhanced technologies and equipment become available, it is passed onto La Crosse County. La Crosse County recognizes that this enhanced technology and equipment may cost more than existing technology and equipment. La Crosse County reserves the right to determine whether to embrace new technology and equipment. This determination will, in part, be affected by negotiations between La Crosse County and the Vendor concerning the cost of the enhanced technology and equipment. The ultimate goal is to provide La

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Crosse County the option to embrace technology and equipment enhancements as it becomes available.

La Crosse County will have two distinct sections, JJ and JS using this service. The vendor is expected to provide separate invoices to each of these divisions each month. The invoices shall detail the types of equipment and the usage. Vendors may provide monthly invoices via postal mail, email or provide a website download.

**1.1.3 Program Goals**

To allow offenders to live in the community, while assuring public safety.

**1.1.4 Desired Outcomes**

<b>Performance Objective</b>	<b>Expected Outcome</b>	<b>Outcome Measures</b>
Equipment status will be tracked and reported on monthly.	Within 15 days of the end of each month, vendor will provide LCHS with a report tracking 100% of devices assigned to LCHS. This should include devices in use, on the shelf, lost and returned (previously lost).	Documentation of tracking of all devices assigned to LCHS.

**1.2 Purchasing and Contracting Division/Department**

This Request for Proposal (RFP) process is administered by La Crosse County Human Services, Contract Unit. 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 coordinator of the contract will be Chris Sander.

**1.3 Definitions**

The following definitions are used throughout the RFP:

JJ – Juvenile Section of Justice Support Services

JS – Adult Section of Justice Support Services

LCHS – La Crosse County Human Services

**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 April 3, 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  
Email: [csander@lacrossecounty.org](mailto:csander@lacrossecounty.org)



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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 **Thursday, April 6, 2017 at 9:00 a.m.** at La Crosse County Health and Human Services Building at 300 4<sup>th</sup> Street North, **Rm 2003, 2<sup>nd</sup> floor** - to respond to written questions and to provide additional instruction and information to vendors 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 [csander@lacrossecounty.org](mailto:csander@lacrossecounty.org).

**1.7 Calendar of Events**

March 23, 2017	Release date of RFP
April 3, 2017	Questions on RFP due to County
April 6, 2017	Vendor Conference, Rm 2003, 2 <sup>nd</sup> floor HHS Bldg 9:00 – 10:00 a.m.
April 27, 2017	Proposals due from providers, <b>receipt at 3:00 p.m.</b>
May 15, 2017	Vendor Interviews, please hold these times open for possible vendor interviews – 8 a.m.; 9 a.m. & 10 a.m.
May 15 – May 31, 2017	Equipment Testing by County Staff
June 9, 2017	Final Decision and Approval
Week of June 26, 2017	Anticipated Training to County Staff
July 5 – July 14, 2017	Transition Equipment to clients

**1.8 Contract Terms and Rate Increases**

The contract shall be effective from July 5, 2017 until June 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.

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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, any required vendor interviews and testing of equipment. 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., April 27<sup>th</sup>, 2017** to:

Chris Sander  
La Crosse County Human Services  
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.

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All proposals must be packaged, sealed, and show the following information on the outside of the package:

- Proposer's name and address.
- RFP title: GPS and Alcohol Monitoring Equipment & 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)
  - General Equipment Requirements
  - Monitoring Service
  - Training/Support
  - Software
  - Technology/Subcontracting
  - Organizational Capabilities
  - 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 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 May 15<sup>th</sup>, following an internal meeting on May 8, 2017. Please keep the following times open for a possible interview/presentation. 8 a.m.; 9 a.m. and 10 a.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.**

### **2.8 Field Equipment and Resource Test by County Staff**

Each vendor that advances to the interview portion of the process shall have their equipment tested by La Crosse County. The Equipment Testing Timeframe is scheduled from May 15<sup>th</sup> through May 31<sup>st</sup>, 2017.

At no cost to the County, vendor shall provide at least one (1) fully functioning piece of equipment for each of the types of equipment that have been proposed. The County shall retain this equipment for testing during the entire testing timeframe.

At no cost to the County, vendor shall provide any training, access to websites and/or any resources that is necessary to fully test the equipment.

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

### **3.1 Opening of Bid**

Proposals will be opened after 3:00 p.m. on April 27, 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/equipment testing and use the results of those meetings in scoring the proposals.

**3.5 Evaluation Criteria**

<b>Description – Alcohol Monitoring</b>	<b>Points</b>
<p><b>General Equipment Requirements</b></p> <p>Vendors shall minimally meet the requirements in Section 1.1.2. Please describe how your equipment meets those requirements, along with specifically addressing the following:</p> <ul style="list-style-type: none"> <li>● Provide a detailed description of the type of equipment that is being proposed. A physical description shall be given with width, length, depth, weight, etc.</li> <li>● Describe the resistance (if any) to water.</li> <li>● Explain the tamper deterrents in each piece of your equipment.</li> <li>● Describe in laymen’s language the equipment technology and how the equipment is designed to work.</li> <li>● The equipment must produce results that have an accurate and direct correlation with blood alcohol levels. Please describe in detail the correlation.</li> <li>● Describe the test intervals (how often) and the ability (if any) to change the test interval. Please describe if the test intervals are predetermined times or if the test intervals are random.</li> <li>● Do you have a cellular option to your equipment?</li> <li>● Outline limits and circumstances that render the equipment ineffective.</li> <li>● Tell us what type of cellular towers your equipment communicates through?</li> <li>● What type of phone line is necessary for your equipment to call out?</li> <li>● Do your transmitters use standard wire or fiber optic cable?</li> <li>● Are the straps for units cut to size or are they reused?</li> <li>● We live in an extremely topographically variable area. We have encountered problems because of this in the past, especially when we have clients without phone lines. How will you overcome this problem?</li> <li>● Describe the process used by LCHS to return malfunctioning and/or defective equipment. Please describe the process for replacing this equipment; will the equipment be repaired and returned to LCHS; will new equipment be shipped to LCHS. All shipping costs should be wrapped in to the daily rate.</li> <li>● Vendors may propose the use of multiple types of equipment, such as GPS that also tests for Alcohol.</li> </ul>	<p><b>50</b></p>
<p><b>Monitoring Service</b></p> <p>Vendors shall minimally meet the requirements in Section 1.1.2. Please describe how your monitoring service meets those requirements, along with specifically addressing the following:</p> <ul style="list-style-type: none"> <li>● Provide a detailed description of monitoring/tracking information that can be accessed via the internet and if client profile information, such as data/curfew changes can be manipulated via the internet by JS/JJ staff.</li> <li>● Describe any reports that can be accessed via the internet.</li> <li>● Describe your proposed process, format and medium that you feel is efficient in conveying client profile information to your agency. This process, format and medium shall be mutually agreed upon by JS/JJ and the vendor.</li> </ul>	<p><b>30</b></p>

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<ul style="list-style-type: none"> <li>●JS and JJ will each have separate contacts for client violation notifications and will have differing levels of notifications for their respective clients. Describe how your agency will accommodate this. Provide a detailed description of the notification options that are available to JS and JJ.</li> <li>●Provide a detailed description of how a violation is detected and the vendor’s procedure that result in notification of JS/JJ staff.</li> <li>●Describe how you store information on client violations and equipment status.</li> <li>●Upon request, the vendor shall provide a daily summary of client(s) activities for specified timeframe. Describe the anticipated response time for such a request as well as the information that can be provided along with amount of detail. If possible, a sample report should accompany the proposal.</li> </ul>	
<p><b><u>Training/Support</u></b></p>	<b>20</b>
<p>Vendors shall minimally meet the requirements in Section 1.1.2. Please describe how your training and customer support meet those requirements, along with specifically addressing the following:</p> <ul style="list-style-type: none"> <li>●Provide a detailed description of its on-site training program, technical support and customer service support. Vendor shall provide a listing of costs, if any, that apply to each of these areas of training and support. Vendor technical staff will be on-site at LCHS during the transition to new equipment for at least two working days.</li> <li>●If this support will be supplied by a third party, please disclose that in the proposal process.</li> </ul>	
<p><b><u>Software</u></b></p>	<b>30</b>
<p>Please discuss the software that will be used in this service. Answer the following questions as a part of that discussion.</p> <ul style="list-style-type: none"> <li>●Can LCHS access the software from a home PC or laptop without installing software from the vendor? Is the system 100% web based?</li> <li>●Can LCHS add/edit/delete clients without calling the monitoring center?</li> <li>●Can LCHS change notification preferences without calling the monitoring center?</li> <li>●Does the software allow LCHS to review reports online? Can we filter the report results?</li> <li>●Is there a report that shows all offenders in a caseload and if they have had any violations?</li> <li>●Does all of the equipment you are proposing run on the same database? Is any of the equipment sub leased through other companies that run on separate platforms?</li> </ul>	
<p><b><u>Technology/Subcontracting</u></b></p>	<b>10</b>
<p>The monitoring equipment offered shall be of the latest technology available from the manufacturer of the equipment that the vendor is proposing. The monitoring equipment provided by the vendor must be new equipment. Previously used or refurbished equipment is not allowed. Currently are there any changes to your equipment schedule to happen in the near future that La Crosse County should be aware of?</p>	

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Is any of the equipment you are proposing subleased through a different company? If so, please discuss your agency's role in supporting this equipment and La Crosse County.	
<b><u>Organizational Capabilities</u></b>	<b>25</b>
Describe proposer's agency experience, ability, and capabilities in providing the service, including current infrastructure, staffing and experience. What is your company currently doing to separate itself from depending on analog land line units? Please provide us the name and contact information from 3 agencies that you are currently providing services for.	
<b><u>Funding/Price Proposal</u></b>	<b>25</b>
Please provide us a per unit/per day rate for each piece of equipment that is being proposed. Outline any volume discounts that may apply. Please provide us with any other costs that you could possibly bill La Crosse County as a part of providing this service. What is the price our agency will pay to replace each unit of lost equipment? Please give us your formula for figuring this expense. How many spare units would you suggest we have on site and would there be a cost for those?	
<b><u>Vendor Interviews/Presentations/Reference Checks</u></b>	<b>190</b>
<b><u>Field Equipment and Resource Test by County Staff</u></b>	<b>100</b>
Each vendor that advances to the interview portion of the process shall have their equipment tested by La Crosse County. Equipment testing shall be done at no cost to the County. Vendor shall provide, at a minimum, one (1) fully functioning piece of equipment for each of the types of equipment that have been proposed. The County shall retain this equipment for testing during the entire testing period. At no cost, the vendor shall provide any training, access to websites and/or any resource that is necessary to fully test the equipment.	
<b><u>TOTAL</u></b>	<b>480</b>

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<b>Description – GPS</b>	<b>Points</b>
<b>General Equipment Requirements</b>	<b>50</b>
<p>Vendors shall minimally meet the requirements in Section 1.1.2. Please describe how your equipment meets those requirements, along with specifically addressing the following:</p> <ul style="list-style-type: none"> <li>● Provide a detailed description of the type of equipment that is being proposed. A physical description shall be given with width, length, depth, weight, etc.</li> <li>● Describe the resistance (if any) to water.</li> <li>● Explain the tamper deterrents in each piece of your equipment.</li> <li>● Describe in laymen’s language the equipment technology and how the equipment is designed to work.</li> <li>● Outline limits and circumstances that render the equipment ineffective.</li> <li>● Tell us what type of cellular towers your equipment communicates through? What cellular companies work best for you in what areas?</li> <li>● Do your units use standard wire or fiber optic cable?</li> <li>● Are the straps for units cut to size or are they reused?</li> <li>● Describe the battery life available between charges and how the unit is charged. The unit must emit a signal on a continuous basis, during the operating life of the battery and transmit a low battery signal prior to the low battery condition. Please describe the signal interval and the amount of battery life that is available at the time low battery indication.</li> <li>● The unit must function reliably under normal atmospheric and human environmental conditions. Describe conditions that may interfere with the units operation.</li> <li>● The unit must be able to record GPS data at preset intervals. These intervals shall be adjustable. Describe the adjustable range.</li> <li>● The unit must be able to send collected data to the central monitoring computer at preset intervals. These intervals shall be adjustable. Describe the adjustable range.</li> <li>● The unit must include an adjustable length of time to be out of range before recording a violation. These intervals shall be adjustable. Describe the adjustable range.</li> <li>● Describe any data storage limitations the unit may have.</li> <li>● Is there some type of signal booster for areas of poor reception (i.e. our Juvenile Detention Center)?</li> <li>● We live in an extremely topographically variable area. We have encountered problems because of this in the past. How will you overcome this problem?</li> <li>● Explain how you troubleshoot areas with limited cellular reception, as we have a lot of dead spots on the southside of La Crosse. Do you have additional equipment that can be used to get signals in these areas?</li> <li>● Describe the process used by LCHS to return malfunctioning and/or defective equipment. Please describe the process for replacing this equipment; will the equipment be repaired and returned to LCHS; will new equipment be shipped to LCHS. All shipping costs should be wrapped in to the daily rate.</li> </ul>	



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<ul style="list-style-type: none"> <li>• Vendors may propose the use of multiple types of equipment, such as GPS that also tests for Alcohol.</li> </ul>	
<p><b><u>Monitoring Service</u></b></p>	<b>30</b>
<p>Vendors shall minimally meet the requirements in Section 1.1.2. Please describe how your monitoring service meets those requirements, along with specifically addressing the following:</p> <ul style="list-style-type: none"> <li>• Provide a detailed description of monitoring/tracking information that can be accessed via the internet and if client profile information, such as data/curfew changes can be manipulated via the internet by JS/JJ staff.</li> <li>• Describe any reports that can be accessed via the internet.</li> <li>• Describe your proposed process, format and medium that you feel is efficient in conveying client profile information to your agency. This process, format and medium shall be mutually agreed upon by JS/JJ and the vendor.</li> <li>• JS and JJ will each have separate contacts for client violation notifications and will have differing levels of notifications for their respective clients. Describe how your agency will accommodate this. Provide a detailed description of the notification options that are available to JS and JJ.</li> <li>• Provide a detailed description of how a violation is detected and the vendor's procedure that result in notification of JS/JJ staff.</li> <li>• Describe how you store information on client violations and equipment status.</li> <li>• Upon request, the vendor shall provide a daily summary of client(s) activities for specified timeframe. Describe the anticipated response time for such a request as well as the information that can be provided along with amount of detail. If possible, a sample report should accompany the proposal.</li> <li>• Provide, at the minimum, a map of La Crosse County that shows the coverage area for the GPS service. Please include areas that are not covered. If possible, the vendor shall provide a map coverage area of approximately 90 miles around the City of La Crosse.</li> </ul>	
<p><b><u>Training/Support</u></b></p>	<b>20</b>
<p>Vendors shall minimally meet the requirements in Section 1.1.2. Please describe how your training and customer support meet those requirements, along with specifically addressing the following:</p> <ul style="list-style-type: none"> <li>• Provide a detailed description of its on-site training program, technical support and customer service support. Vendor shall provide a listing of costs, if any, that apply to each of these areas of training and support.</li> <li>• If this support will be supplied by a third party, please disclose that in the proposal process.</li> </ul>	
<p><b><u>Software</u></b></p>	<b>30</b>
<p>Please discuss the software that will be used in this service. Answer the following questions as a part of that discussion.</p> <ul style="list-style-type: none"> <li>• Can LCHS access the software from a home PC or laptop without installing software from the vendor? Is the system 100% web based?</li> <li>• Can LCHS add/edit/delete clients without calling the monitoring center?</li> </ul>	

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<ul style="list-style-type: none"> <li>● Can LCHS change notification preferences without calling the monitoring center?</li> <li>● Describe how quickly information manipulation is accepted into its system. La Crosse County prefers this to be as close to real time implementation as possible.</li> <li>● Is the software easy to zoom in and out when viewing GPS tracking maps?</li> <li>● Is the software easy to “rewind” or “fast-forward” the GPS tracking?</li> <li>● Are the date, time and velocity easy to determine for each tracking point?</li> <li>● Does the software allow the user to determine the address of any tracking point?</li> <li>● Can zones have different shapes, other than circular?</li> <li>● What mapping system does your GPS tracking program use (i.e. Google maps, etc)?</li> <li>● Does the software allow LCHS to review reports online? Can we filter the report results?</li> <li>● Is there a report that shows all offenders in a caseload and if they have had any violations?</li> <li>● Can the software be used to manage House Arrest?</li> <li>● Does all of the equipment you are proposing run on the same database? Is any of the equipment sub leased through other companies that run on separate platforms?</li> </ul>	
<p><b><u>Technology/Subcontracting</u></b></p>	<b>10</b>
<p>The monitoring equipment offered shall be of the latest technology available from the manufacturer of the equipment that the vendor is proposing. The monitoring equipment provided by the vendor must be new equipment. Previously used or refurbished equipment is not allowed. Currently are there any changes to your equipment schedule to happen in the near future that La Crosse County should be aware of? Is any of the equipment you are proposing subleased through a different company? If so, please discuss your agency’s role in supporting this equipment and La Crosse County.</p>	
<p><b><u>Organizational Capabilities</u></b></p>	<b>25</b>
<p>Describe proposers agency experience, ability, and capabilities in providing the service, including current infrastructure, staffing and experience. Please provide us the name and contact information from 3 agencies that you are currently providing services for.</p>	
<p><b><u>Funding/Price Proposal</u></b></p>	<b>25</b>
<p>Please provide us a per unit/per day rate for each piece of equipment that is being proposed. Outline any volume discounts that may apply. Please provide us with any other costs that you could possibly bill La Crosse County as a part of providing this service. What is the price our agency will pay to replace each unit of lost equipment? Please give us your formula for figuring this. How many spare units would you suggest we have on site and would there be a cost for those?</p>	
<p><b><u>Vendor Interviews/Presentations/Reference Checks</u></b></p>	<b>190</b>
<p><b><u>Field Equipment and Resource Test by County Staff</u></b></p>	<b>100</b>

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Each vendor that advances to the interview portion of the process shall have their equipment tested by La Crosse County. Equipment testing shall be done at no cost to the County. Vendor shall provide, at a minimum, one (1) fully functioning piece of equipment for each of the types of equipment that have been proposed. The County shall retain this equipment for testing during the entire testing period. At no cost, the vendor shall provide any training, access to websites and/or any resource that is necessary to fully test the equipment.	
<b>TOTAL</b>	<b>480</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) |
| <del>Attachment D</del> | <del>Budget Packet</del>  |

**3.6 Final Offers**

The final decision is estimated to be made by the Internal Purchasing Approvers by June 9, 2017.

**3.7 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.

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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.

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