



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

Friday, October 6, 2017

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

Opioid Grant – Peer Mentor/Specialist/Coach

Proposals must be received no later than
3:00 p.m., November 6th, 2017

SPECIAL INSTRUCTIONS:

- 1. Place the signed Signature Affidavit as the first page of your proposal.**
- 2. Proposers must submit an original and five (5) copies of all materials**
Label the lower left corner of your sealed submittal envelope as follows:
Proposer's name and address:
Proposal Title: Opioid Grant – Peer Mentor/Specialist/Coach
- 3. Vendor Conference will be held on:
Monday, October 16th, 2017 from 3:00 p.m. to 4:00 p.m.
in Room 2003:**
La Crosse County Health and Human Services Building
300 4th Street North – 2nd Floor
La Crosse, WI 54602
Please send questions in advance by Wednesday, October 11th.
- 4. Deliver on or before November 6th, 2017, by 3:00 p.m. to**
La Crosse County Human Services - Contract Unit
Attn: Chris Sander
300 4th Street North
La Crosse, Wisconsin 54601
- 5. Final award decision anticipated by December 8th, 2017, with an estimated
contract start date of January 1, 2018.**

LATE, FAXED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED

TABLE OF CONTENTS

Contents

1.0	GENERAL INFORMATION	1
1.1	Introduction and Background	1
2.0	SERVICE DESCRIPTION:.....	1
1.1.2	Service Description	1
1.1.3	Desired Outcomes	3
2.1	Purchasing and Contracting Division/Department	4
2.2	Definitions.....	4
2.3	Clarifications and/or Revisions to the Specifications and Requirements	4
2.4	Vendor Conference	4
2.5	Reasonable Accommodations	5
2.6	Calendar of Events.....	5
2.7	Contract Terms and Rate Increases.....	5
3.0	PREPARING AND SUBMITTING A PROPOSAL	5
3.1	General Instructions	5
3.2	Public View of Proposals	6
3.3	Incurring Costs.....	6
3.4	Submitting the Proposal.....	6
3.5	Proposal Organization and Format	6
3.6	Multiple Proposals	7
3.7	Vendor Presentation/Interview.....	7
4.0	PROPOSAL SELECTION AND AWARD PROCESS.....	7

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

4.1	Opening of Bid.....	7
4.2	Preliminary Evaluation	7
4.3	Right to Reject Proposals and Negotiate Contract Terms	7
4.4	Proposal Scoring	8
4.5	Evaluation Criteria	8
4.6	Required Forms	9
4.7	Final Offers.....	9
4.8	Notification of Intent to Award will be Shortly Following Final Approval.....	9
5.0	SPECIAL CONTRACT TERMS AND CONDITIONS.....	9
6.0	PURCHASE OF SERVICE CONTRACT	10
7.0	START-UP COSTS	10
7.1	Start-up Costs (if Applicable)	10
8.0	EXPENSES RELATED TO CONTRACTING	10
8.1	Insurance Requirements	10
8.2	Interpreters.....	11
8.3	Audits	11
8.4	Background Checks.....	11

1.0 GENERAL INFORMATION

1.1 Introduction and Background

The Wisconsin Department of Health Services (DHS) has awarded nearly \$2.4 million in grants to 16 counties and three tribal nations to increase access to treatment services for opioid abuse. This funding is the largest part of Wisconsin's share of the federal Opioid State Targeted Response Grant to enhance ongoing prevention, treatment, and recovery initiatives. **La Crosse County was one of the counties selected for grant funding and was awarded a total of \$99,695.00 to utilize from September 1, 2017 through April 30, 2018.** A second year of funding is expected, but not guaranteed at this point.

Each county and tribe receiving a grant is expected to use the most effective and efficient practices for treatment of opioid use disorder. The Integrated Support & Recovery Services (ISRS) section of Human Services has a strong foundation of utilizing individuals with self-identified experience as helping professionals. There are approximately 17 Peer Specialists delivering supports and services within Comprehensive Community Services (CCS), Mobile Crisis, Community Support Program (CSP), and our consumer operated drop-in center (RAVE). We would like to build upon this foundation and enhance the new level of service offered by trained individuals with self-identified experience to what we have available for individuals facing opioid and other substance use challenges.

La Crosse County ISRS has allocated **\$24,000** of the grant funding for a **Peer Mentor/Specialist/Coach** to provide services outlined in this RFP from January 1, 2018 through April 30, 2018. We anticipate **\$40,000** of funding will be awarded to continue these services past April 30th, 2018 as DHS was awarded a two year federal grant, but it is not guaranteed at this point. If the grant funding is continued at the same annual amount, there will need to be a reduction in hours starting May 1, 2018 to assure services are provided consistently through the entire year of funding.

Delivery of services must begin within a fairly short timeframe (approximately 30 days) after a vendor has been awarded the contract. Expenses proposed cannot exceed this budget for the timeframe specified, and it is imperative that services are maintained throughout the entirety of the specified timeframe.

2.0 SERVICE DESCRIPTION:

1.1.2 Service Description

ISRS is seeking an organization who will collaborate closely with ISRS on how to best connect with adults facing opioid challenges who are not adequately established with existing treatment services. A successful service will include a vendor who is able to support a Peer Mentor/Specialist/Coach with self-identified substance use (preferably Opioid related) as they use their experience and training as outlined below.

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

A. Target Population

Priority population: Adults with Opioid related challenges who are currently incarcerated at La Crosse County Jail. Service intent would include developing rapport to utilize to both proactively plan for a successful transition back to the community (support, building informal supports and social connection, connection to services, etc.), and some level of support during the transition as time allows.

There are additional consumers we envision serving if time is available after the basic needs of the priority population have been addressed. These could be individuals with Opioid challenges in the following types of services: (1) AODA Residential; (2) sober living situations; (3) Crisis program; (4) County Outpatient Clinic; and (5) County Jail Diversion/Treatment Court services.

B. Eligibility

Services must be delivered to adults experiencing Opioid challenges. Exact individuals to be served will be clarified in collaboration with ISRS administration to ensure it fits within state grant requirements.

C. Description of Type of Services to be Rendered

This role would differ from what a typical 12-step sponsor might do; this person would not be encouraging any specific program of recovery and would instead be focusing more on exploring and making choices about recovery programs/choices in general, and would likely spend more time connecting individuals to community health, employment, housing, social services and resources and often has more specific knowledge about a larger range of available services and resources.

The SAMHSA document entitled “What are Peer Recovery Support Services?” (available on their website) is the source of the above information and contains other valuable information regarding potential roles and role definition.

D. Performance Records and Program Evaluations

Vendor is expected to track and report data related to desired outcomes specified below.

Vendor would collaborate with ISRS administration to determine what types of information (total client contacts, etc.) are needed to complement consumer specific documentation. This is not expected to be large and/or complex in nature. A client survey of some type is likely to be requested (nothing designed at this juncture).

E. Client Records

Vendor will need to have consumer specific documentation. It is possible a certain level of consumer demographic information may also need to be collected depending on State grant funding requirements (not clarified with us yet).

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

F. Other Service Requirements

Peer Specialist/Mentor/Coach is being utilized to indicate there is no specific title or training that is needed to fulfill this role. The important dynamic is for service to be provided by an individual with more self-identified recovery (from substance use at a minimum; ideally from opioids) experience than the person they are working with. They use this experience to encourage, motivate, and support an individual to establish or strengthen their recovery. Interactions should be highly supportive, rather than directive.

We anticipate individuals providing these services would be most effective if they are certified as Peer Specialists in Wisconsin due to the extensive training on how individuals with self-identified experience can most effectively work with both mental health and substance use issues. While this is not a requirement, it would be something we would plan on discussing with the contracting organization as we expect these positions to be working with a substantial number of individuals who are dually diagnosed (MH/SA).

1.1.3 Desired Outcomes

Performance Objective	Expected Outcome	Outcome Measures
Relapse prevention and promotion of long-term recovery.	Each individual (100%) transitioning from Jail to community will have a Recovery Plan.	Documentation of a Recovery Plan for each client.
Relapse prevention and promotion of long-term recovery.	50% of the interventions listed on each individual's Recovery Plan will be active at 90 days enrolled after plan initiated.	Documentation of active interventions for individuals at 90 days enrolled after plan initiated.
Relapse prevention and promotion of long-term recovery.	50% of the individuals transitioning from Jail to community are still substance free at 6 months post jail discharge.	Client record.

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

2.1 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.

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.

2.2 Definitions

The following definitions are used throughout the RFP:

AODA – Alcohol and Other Drug Abuse

CCS – Comprehensive Community Services

CSP – Community Support Program

ISRS – Integrated Support and Recovery Services

MH – Mental Health

RAVE – Recovery Avenue

2.3 Clarifications and/or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be received in writing by mail, fax, or e-mail on or before **Wednesday, October 11th, 2017**. Send inquiries to:

Chris Sander, Contract Unit Supervisor
La Crosse County Human Services
300 4th Street N
La Crosse, Wisconsin 54602-4002
Voice: (608) 785-5511 Fax: (608) 793-6567
E-Mail: 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.

2.4 Vendor Conference

A vendor conference will be held on **Monday, October 16th, 2017 at 3:00 p.m.** at La Crosse County Health and Human Services Building at 300 4th Street North,

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

2nd Floor, Room 2003 - to respond to written questions and to provide additional instruction and information to providers on the submission of proposals.

2.5 Reasonable Accommodations

La Crosse County will provide reasonable accommodations for the vendor conference upon request. If you need accommodations at the vendor conference, contact Chris Sander at (608) 785-5511 or sander.chris@co.la-crosse.wi.us.

2.6 Calendar of Events

October 6, 2017	Release date of RFP.
October 11, 2017	Questions on RFP due to County.
October 16, 2017	Vendor Conference, Room 2003, La Crosse County Health and Human Services Building, 3:00– 4:00 p.m.
November 6, 2017	Proposals due from providers, receipt at 3:00 p.m.
November 29-30, 2017	Vendor Interviews/Presentations- please hold these days/times open for possible vendor interviews (Wed, 11/29 1:30 -2:30 pm; Thurs 11/30 12:30 – 1:30 pm)
December 8, 2017	Anticipated notification of award sent to providers.
January 1, 2018	Estimated contract start date.

2.7 Contract Terms and Rate Increases

The contract shall be effective from January 1, 2018 until April 30, 2019.

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.

3.0 PREPARING AND SUBMITTING A PROPOSAL

3.1 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.

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

Elaborate proposals (i.e. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

3.2 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.

3.3 Incurring Costs

La Crosse County is not liable for any cost incurred by proposers in replying to this RFP.

3.4 Submitting the Proposal

Proposers must submit an original and five (5) copies of all materials required for acceptance of their proposal by **3:00 p.m., November 6th, 2017** to:

Chris Sander
La Crosse County Human Services
Contract Unit
300 4th 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: Opioid Grant – Peer Mentor/Specialist/Coach

3.5 Proposal Organization and Format

Proposals should be typed and submitted on 8.5 x 11 inch paper bound securely. The "original" should be marked as such on the title page. Proposals should include a Table of Contents and be organized and presented in the order as stated below. Providers may submit a proposal on any one, two, or all three service areas. Each service in which your company is proposing should be kept separate due to separate budget and evaluation criteria. All headings and subheadings should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or responded to for each service you are proposing are as follows:

- Evaluation Criteria (See Section 3.5 of this RFP)
 - Service Methodology
 - Organizational Capabilities

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

- 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

3.6 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.

3.7 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 November 29th and 30th, 2017, following an internal meeting on November 15th. Please keep these dates 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.**

4.0 PROPOSAL SELECTION AND AWARD PROCESS

4.1 Opening of Bid

Proposals will be opened after **3:00 p.m. on November 6th, 2017.**

4.2 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.

4.3 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.

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

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.

4.4 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.

4.5 Evaluation Criteria

<u>Description</u>	<u>Points</u>
<u>Service Methodology</u>	25
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 outcomes. Provide what tools, evidence based approaches and educational curriculum the proposer will use.	
<u>Organizational Capabilities</u>	25
Describe agency experience and capabilities of providing similar services to the targeted population(s). Highlight agency experience employing individuals with self-identified experience. Include a description of organizational philosophy when working with individuals with substance use issues. Elaborate on your organization’s experience working collaboratively with other organizations and delivering community-based services.	
<u>Staff Qualifications</u>	25
Please describe what your hiring qualifications would be and how you would provide training and support for these positions. If you have existing staff that would perform this service, please outline their specific experience and qualifications.	
<u>Outcomes/Documentation</u>	25
Describe “how” the proposed outcomes for each service area will be documented and how the results will be measured and analyzed. Include any templates or methods of measuring agency service performance 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.	
<u>Funding/Price Proposal</u>	25
Please complete the attached budget worksheets to set a quarter hour unit rate.	

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

Please note the approximate funding available for January 1, 2018 through April 30, 2018 is \$24,000. Approximate funding available for May 1, 2018 through April 30, 2019, if extended, is \$40,000.	
Vendor Interviews	125
TOTAL	250

4.6 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 |

4.7 Final Offers

The final decision is estimated to be made by the Internal Purchasing Approvers by **December 8, 2017**.

4.8 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.

5.0 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.

6.0 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.

7.0 START-UP COSTS

7.1 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

8.0 EXPENSES RELATED TO CONTRACTING

8.1 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

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

- Professional Liability (if applicable): minimum amount \$500,000
- Excess Liability Coverage: \$1,000,000 over the General Liability and Automobile Liability coverages.

8.2 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.

8.3 Audits

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

8.4 Background Checks

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

**Opioid Grant - Peer Mentor/Specialist/Coach
Human Services - Integrated Support & Recovery Services**

- G. The Provider shall notify the Purchaser, as soon as possible, but no later than the Purchaser's next business day, when any of the following occurs with regard to its personnel pursuant to DHS 12.07(2):
 - a. The Person has been convicted of any crime
 - b. The person has been or is being investigated by any governmental agency for any other act, offense or omission, including an investigation related to the abuse or neglect, or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
 - c. The person has a governmental finding substantiated against them of abuse or neglect of a client or of misappropriation of a client's property.
 - d. In the case of a position for which the person must be credentialed by the department of regulation and licensing, the person has been denied a license, or the person's license has been restricted or otherwise limited.
- H. Upon notification from Provider, Purchaser will follow its internal procedures.
- I. Provider shall maintain the results of background checks on its own premises for at least the duration of the contract. Provider shall complete the form attached as Appendix 7 (Page 2) and return it to the Purchaser. Purchaser may audit Provider Personnel files to assure compliance with the State of Wisconsin Caregiver Background Check Policy.
- J. After the initial background check at the time of employment, licensure or contracting, the Provider must conduct a new Caregiver Background Check every four (4) years, or at any time within that period if the Provider has reason to believe a new check should be obtained.

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