REQUEST FOR PROPOSALS (RFP)

2021-A001 Case Management for Drug Court Treatment and Drug Court Diversion Programs

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process.

IMPORTANT DATES

Application/Vendor Workshop: Monday, March 16, 2020
**Cancelled due to COVID-19 Precautions***

Job Center Ballroom
1819 Aberg AVE, Madison

Last Date to Submit Written Inquiries 4:30 p.m. (CST) Monday, April 13, 2020

Proposals Due: 2:00 p.m. (CST) Wednesday, June 3, 2020

Notification of intent to award (estimate): Friday, July 24, 2020

Expected Contract Start Date: January 1, 2021

PROPOSAL INFORMATION

Applications materials and schedules should be submitted via email to: DCDHSRFP@countyofdane.com.

Note: The time stamp on your email submission will be the time stamp used to determine if the submission was received by the stated deadline. If you do not receive a reply email from the Public Mailbox DCDHS RFP within 1 hour contact Bastean@countyofdane.com).

A late application form will disqualify your submission.

Contact Information: For clarifications or questions concerning this RFP, please submit them via email to DCDHSRFP@countyofdane.com. Responses to questions concerning RFP content will be posted to the website. Please check the website (danecountyhumanservices.org/rfp/application) routinely to receive any updates or changes to this RFP. Questions concerning the content of the RFP will be accepted until 4:30 p.m. on April 13, 2020
Part 1
General Guidelines and Information

1.0 General Information

1.1. Clarification of the specifications

Any questions concerning this RFP should be submitted via email to DCDHSRFP@countyofdane.com on or before the stated date on the cover page of the RFP.

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

One or more organizations may collaborate to submit a single proposal. The application shall include clearly delineated channels of communication, duties and memorandums of understanding where applicable.

1.2. Addendums and/or Revisions

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments/FAQs and/or supplements will be posted on the Dane County Department of Human Services web site at: danecountyhumanservices.org/rfp/application.

It shall be the responsibility of the proposers to regularly monitor the Department’s web site for any such postings. Proposers must acknowledge receipt/review of any addendum(s) at the bottom of the Vendor Information Page.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

1.3. Vendor Conference

The application workshop serves as the vendor conference. Attendance is optional.

1.4. Contract Term and Funding

The contract shall be effective on the date indicated on the contract execution date and shall run for ___1___ year(s) from that date, with an option by mutual agreement of the County and contractor, to renew for ___4___ additional ___1___-year periods.

1.5. Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at the Application Workshop, contact the Department of Human Services at (608) 242-6418 (voice) or Wisconsin Relay (711).
2.0 Preparing and Submitting a Proposal

2.1. General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required on-site visits or oral interview presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

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

2.2. Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached “Designation of Confidential and Proprietary Information” form (Attachment B). Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by law, it is the intention of Dane 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 Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

2.3. Incurring Costs

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

2.4. Submittal Instructions

Proposals must be received by the Department of Human Services by the specified time stated on the cover page. All proposals must be submitted via electronic mail. Proposals received in response to this solicitation will not be returned to the proposers.

All proposals must include:

- Completed DCDHS Application Form
- Completed Budget and Personnel Schedules Spreadsheet
- Additional information as requested in the RFP
- Completed Attachment A – Vendor Information
- Completed Attachment B – Designation of Proprietary and Confidential Information

2.5. Multiple Proposals

Multiple proposals from a vendor 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.

2.6. Oral Presentations and Site Visits
Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

3.0 **Proposal Selection and Award Process**

3.1. Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met. Failure to do so will result in the proposal being rejected. In the event that all vendors do not meet one or more of the requirements, the 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.

3.2. Proposal Scoring

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria. This scoring will determine the ranking of vendors based upon their written proposals. If the team determines that it is in the best interest of the County to require oral presentations, the highest ranking vendors will be invited to make such presentations. Those vendors that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

3.3. Right to Reject Proposals and Negotiate Contract Terms

The 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, the County may negotiate a contract with the next highest scoring proposer.

3.4. Evaluation Criteria

The proposals will be scored using the following criteria:

<table>
<thead>
<tr>
<th>Item</th>
<th>Application Form Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Program Description</td>
<td>15</td>
</tr>
<tr>
<td>2</td>
<td>Program Strategies and Activities</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>Experience and Qualifications</td>
<td>20</td>
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<tr>
<td>4</td>
<td>Quality Improvement</td>
<td>15</td>
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<tr>
<td></td>
<td><strong>Sub Total</strong></td>
<td><strong>80</strong></td>
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<tr>
<td>5</td>
<td>Budget Narrative and Schedules</td>
<td>20</td>
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<tr>
<td></td>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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<tr>
<td></td>
<td>Local Vendor</td>
<td>0-5</td>
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</tbody>
</table>

4.0 **Special Contract Terms and Conditions**

4.1. Local Purchasing Ordinance

Under County ordinances, a Local Vendor is defined as a supplier or provider of equipment, materials, supplies or services that has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor.
County ordinance provides that a local vendor automatically receive five points toward the evaluation score and vendors located within the counties adjacent to Dane County (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) automatically receive two points toward the evaluation score.

4.2. Dane County Sustainability Principles

On October 18, 2012, the Dane County Board of Supervisors adopted Resolution 103, 2012-2013 establishing the following sustainability principles for the county:

- Reduce and eventually eliminate Dane County government’s contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals;
- Reduce and eventually eliminate Dane County government’s contribution to dependence upon persistent chemicals and wasteful use of synthetic substances;
- Reduce and eventually eliminate Dane County government’s contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems); and
- Reduce and eventually eliminate Dane County government’s contribution to conditions that undermine people’s ability to meet their basic human needs.

4.3. Dane County Department of Human Services Administrative Rate Ceiling

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling.

4.4 Registration

At the time of contracting with the Department of Human Services, agencies must be registered entities in good standing with the Wisconsin Department of Financial Institutions.

5.0 Standard Terms and Conditions

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, contract termination and modification, etc. are included in the County’s boilerplate contract. For further information a copy of the contract may be viewed on the Department’s website danecountyhumanservices.org/rfp/boilerplate_contracts.
Part 2
Description of Service

2021-A001 Case Management for Drug Court Treatment Program and Drug Court Diversion Program

I. Program Scope:

1. Program Description:

   The Dane County Drug Court Programs recognize that providing an opportunity for those impacted by both substance use disorder and the criminal justice system to enter into treatment in lieu of incarceration is a best practice for many individuals. It is thus necessary to provide individuals with an opportunity to participate in a program that will provide treatment and other interventions to assist them with their journey to recovery. This program will offer assistance with education, employment, treatment and support to equip participants with the tools needed to become productive members of our community and increase their own life satisfaction. The Dane County Drug Court Programs are individual courts, which allow adult, non-violent, offenders of drug-driven crimes to participate in a comprehensive rehabilitation program under the terms of their agreement. The Drug Court Treatment Program (DCTP) is officiated by a single Circuit Court Judge and the Drug Court Diversion Program (DCDP) is officiated by a single Court Commissioner.

   Drug Court case management services provided to both DCTP and DCDP participants are designed to promote compliance with the participant’s individualized treatment plan and program rules, ensure that other needed support services are provided or secured, and ensure that services are provided in a coordinated and efficient manner. Prior to assignment to a case management agency, DCTP participants have been assessed as high risk to criminally re-offend, need treatment for a substance use disorder diagnosis, and have a willingness to engage in treatment and their recovery. Prior to assignment to a case management agency, DCDP participants have been assessed as medium risk to criminally re-offend, need treatment for a substance use disorder diagnosis, and have a willingness to engage in treatment and their recovery. Those individuals who come into the program as low-risk are screened to a separate drug court program that is not part of this service proposal request.

   Applicants may apply to provide case management services for the Drug Court Treatment Program, the Drug Court Diversion Program, or both.

2. Goals:

   a. Participants will have a decrease in recidivism. At least 55% of successfully discharged participants will not be charged with a subsequent criminal offense within 24 months of discharge, as evidence by records available on Wisconsin Circuit Court Access Program (WCCAP).

   b. At least 50% of all participants of DCTP and DCDP will successfully complete the drug court program for which they are assigned.

   c. At least 75% of all participants of DCTP and DCDP who successfully complete the drug court program for which they are assigned will be gainfully employed and living independently at the time of discharge.
3. **Needs/Expectations:**
   
   a. The case management agency will maintain certification under Wisconsin Administrative Code DHS 75.

   b. Evidence-based practices (EBP) will be used in serving the designated populations. EBPs are approaches that are appropriate to the population of focus and are validated by documented research evidence. The EBP may be found in a federal registry or in a peer-reviewed journal. Resources that discuss EBPs for the drug court population include: Center for Substance Abuse Treatment, "Substance Abuse Treatment for Adults in the Criminal Justice System," Treatment Improvement Protocol (TIP) Series 44: The National Association of Drug Court Professionals, “Adult Drug Court Best Practice Standards, Volume II”, and The Wisconsin Association of Treatment Court Professionals, “Wisconsin Treatment Court Standards.” More information on EBPs can be found in SAMHSA’s National Registry of Evidence-based Programs and Practices (NREPP).

   c. Case managers will ensure that the initial participant interview occurs within 72 hours of the individual being assigned to the agency and will have a case management plan in place within 10 days.

   d. Case managers will have no less than one hour of contact every two weeks. The frequency and amount of contact with an individual will vary by phase and individual needs.

   e. Case managers will make and manage client referrals for treatment including maintaining regular communication with active treatment providers to assure effective coordination between case management, treatment team members, and the drug court program.

   f. Case managers will monitor recovery progress and mandatory random drug screens consistent with the requirements of current drug court policy and procedure, along with taking appropriate follow-up steps to address positive test results.

   g. Case managers will provide cognitive intervention programming and maintain quality of that programming through formal measures.

   h. Case managers will provide assistance and individual skill development/education on money management, employment, housing, and parenting skills.

   i. Case managers will assist the participant in finding safe and affordable housing.

   j. Case managers will facilitate GED completion and other educational goals upon request.

   k. Case managers will assess for and make additional referrals for needed services such as treatment, housing, transportation, food resources, healthcare, benefits, etc.

   l. The case management agency will provide regular groups for drug court participants that address treatment readiness.

   m. Case managers will make random visits to the participants’ residence, work, and their treatment sites, as needed.

   n. Case managers will maintain accurate and effective documentation of all services they provide and will keep them in a manner that is safe and secure.

   o. Case managers will provide participants with information sessions on the risk of AIDS, Hep C, and other communicable disease related to IV drug use, needle sharing, and unsafe sexual activity.
p. The case management agency will have office hours from at least 8:30 am to 6:00 pm. Case management staff hours should generally be 10:00 am to 6:00 pm.

q. The case management agency will submit participant progress reports to the justice system on a monthly basis or upon request.

r. The selected provider shall comply with all federal and state requirements related to the funding sources for this program including the Substance Abuse Prevention and Treatment Block Grant, the Treatment Alternatives and Diversion (TAD) Grant, the Treatment Alternative Program (TAP) Grant, the IV-Drug Enhancement Grant, and the current contract between the State of Wisconsin Department of Corrections and the County.

4. Current Operations:

Currently, the Drug Court Programs are run as a collaboration between Journey Mental Health, ATTIC Correctional Services, and ARC Community Services. To gain entry into the Drug Court Diversion Program or the Drug Court Treatment Program, individuals with a drug-driven crime are recommended for screening at either the initial appearance or status conference. Individuals who are screened in and identified as either medium/high risk are then assessed. The assessment includes a criminogenic risk evaluation. Individuals who are assessed as high-risk to criminally re-offend are given the opportunity to participate in DCTP as part of the resolution of their legal case. Individuals who are assessed as medium-risk to criminally re-offend are given the opportunity to participate in DCDP as part of the resolution of their legal case. Once accepted into DCTP or DCDP each participant is assigned a case manager and an initial court date is scheduled.

DCTP:

In 2019, the capacity of DCTP was 50 participants at any one time. Currently, ATTIC Correctional Services and ARC Community Services provide case management services to DCTP. For the last four years (2016-2019) an average of 27 participants per year have been served between the two agencies. An average of 2257 units of service (hours) have been generated during the same time period by both agencies.

DCDP:

In 2019, the capacity of DCDP was 127 participants at any one time. Currently, ATTIC Correctional Services and ARC Community Services provide case management services to DCDP. For the last four years (2016 – 2019) an average of 43 participants per year have been served between the two agencies. An average of 3898 units of service (hours) have been generated during the same time period by both agencies.

5. Maximum funding

Maximum funding available for this program is $180,143 for case management of the DCTP and $286,953 for case management of the DCDP.

II. DCDHS Application Form:

1. PROGRAM DESCRIPTION (15 points)

   a. Describe your proposed program and how it is going to meet the needs described in the RFP. This should be an overview.

   b. Describe the staffing that will be used to meet the needs and expectations described in the RFP.
c. Provide résumés of key staff and copies of licenses, if applicable. These may be separate attachments and not included in any page count.

d. Applicants must state in this section whether this is an application for case management of the Drug Court Treatment Program, the Drug Court Diversion Program, or both.

2. PROGRAM STRATEGIES AND ACTIVITIES (30 points)

   a. Describe the specific strategies and activities to be used to achieve the stated objectives, expectations, and desired outcomes in the RFP.

   b. Describe the strategies and activities that will be used to make this program culturally relevant and to promote racial equity.

   c. For each EBP used by this program, describe the following in the narrative:
      - The EBP that will be used in this program
      - The specific population(s) with which each EBP will be used;
      - The applicant's experience with the EBP; and
      - The applicant’s ability to maintain fidelity to the EBP.

   d. Describe the specific methods that will be used to perform the following minimum responsibilities of a case management agency:
      - Conducting regular and random monitoring for drug and alcohol use by program participants;
      - Monitoring regular office-based check-ins with program participants consistent with program requirements;
      - Conducting cognitive-behavioral groups for program participants;
      - Reporting regularly to the court in writing on the progress of each program participant; &
      - Arranging for and reducing barriers to services such as treatment for substance use disorder, employment assistance, housing assistance, and other services needed by program participants.

3. EXPERIENCE AND QUALIFICATIONS FOR THE PROPOSED PROGRAM (20 points)

   a. Include your agency's mission statement and discuss how this proposed program aligns with that mission.

   b. Describe the experience and qualification of your agency to provide programs that are welcoming to persons of all backgrounds and cultures including any explicit plans your agency is undertaking to improve in this area.

   c. Describe the experience and qualification of your agency to provide the proposed program.

   d. Include a staff turnover calculation for the previous year. If you had 20% or more turnover in a certain staff position/category, please explain. Also address any noteworthy staff retention issues or policies to reduce staff turnover.

   e. Submit 2 - 3 letters of reference. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated. [Reference checks may be conducted with these agencies and others in the community.]
4. QUALITY IMPROVEMENT (15 points)

   a. Describe any programmatic or administrative improvements that have improved your agency’s ability to deliver services. Also describe any ongoing quality assurance procedures and practices your agency has in place.

   b. Describe how program data is or would be used to drive quality improvement efforts for the Drug Court Treatment Program and the Drug Court Diversion Program.

5. AGENCY GOVERNING BODY: Respond to the stated questions and complete the grid provided in the application form.

6. STAFF-BOARD-VOLUNTEER DESCRIPTORS: Complete the grid provided in the application form.

7. BUDGET NARRATIVE (20 points- includes Budget and Personnel Schedule)

   a. Please indicate the total amount of funding you are requesting from the County in your proposal. List other funders and funding amounts, if applicable. Also include other information necessary to understand your budget such as a unit cost or a per person cost if appropriate. For existing programs, please explain any line item that reflects a 10% variance (increase or decrease) in comparison to the prior budget year.

   b. Indicate the number of clients to be served and the total number of units of service being proposed.

   c. Propose a unit cost of this service. To propose a unit cost, use the total amount being requested in the application and divide by the annual projected number of units (hours) of service, as described in the application. This information will be included in the scoring for Program Budget.

   d. Propose a per slot cost for this service. To propose a per slot cost, use the total amount requested in the application and the projected number of slots your agency intends to offer. One slot represents one client service at any one time throughout the entire contract year. The total number of slots proposed in the application should equal the caseload capacity of the applicant agency. This information will be included in the scoring for Program Budget.

   e. If applying for case management for both programs, unit cost and per-slot cost must be clearly stated for both programs.

Remember to submit completed Attachments A, B and C, which are included in the application form along with the Budget and Personnel Schedules Spreadsheets.