



Request for Proposal

Juvenile Receiving Home

Program # 514

Direct all replies to:

Krista Kennedy
Contract Compliance Monitor
1717 Taylor Avenue
Racine WI 53403
262.638.6671

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN:

Friday, January 19, 2018 at 4 pm

At the Racine County Human Services Department
1717 Taylor Avenue – Three North Receptionist
Racine WI 53403

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Racine County Human Services
Request for Proposal: Juvenile Receiving Home
Program #514

Section I. Specifications

1. **Introduction and Objectives:**

The Racine County Human Services Department is requesting proposals for a **Six-Month Pilot Program** to establish and utilize a Juvenile Receiving Home. This facility will be utilized for children taken into temporary custody by Racine County Initial Assessment staff. Placement in the receiving home will be an alternative to direct placement into foster care, allow sibling groups to remain intact and allow children to remain in Racine county near their families and schools. Length of stay will be thirty (30) days, however with authorization from Racine County Human Services, stay can be extended to sixty (60) days if needed.

2. **Program Description and Requirements:**

Services will be provided to the children in the home on a short-term basis or until a long-term placement is available. This facility must be located in Racine County, preferably within the City of Racine or close proximity to the City of Racine. The facility must be licensed as a shelter facility by the State of Wisconsin and will house children ages 0-17 years. Placements will be for no more than 30 days. The receiving home will be an 8-bed facility with sufficient bedroom and bathroom space; no children will share a bed with another child. Bedrooms will be separated by age and gender. Additionally, there will be sufficient common area or shared living area to comfortably accommodate the children and staff of the facility.

3. **Hours of Operation and Staffing:**

This facility will be staffed based upon the number of children in the home, the age of the children and behaviors of the children placed. Staffing will accommodate a 24-hour a day, 7 day a week facility with awake staff at all times. Staff must be prepared to admit children at any time of the day or night. Operator will have a policy and procedure in place to ensure staff have eyes-on contact with the children during awake and sleep times.

4. **Qualifications:**

Successful proposals must demonstrate a history of performing similar work in the child welfare system. The facility must obtain Shelter Home licensure from the State of Wisconsin before any child placements will be made.

5. Services to be Provided:

- 5.1** Staff will monitor and administer medication as needed.
- 5.2** Staff will arrange and transport to all medical, psychiatric, counseling or other appointments as needed.
- 5.3** Staff will assist in facilitating visitations with parents or other caregivers under the direction of the Racine County Human Services Department.
- 5.4** Staff will provide or assist with all personal cares including toileting, bathing and other proper hygiene.
- 5.5** Staff will maintain a household schedule that includes meal preparation and serving, laundry, shopping, cleaning, etc.
- 5.6** Staff will assist children in age-appropriate chores, personal hygiene, etc. based on the developmental age of each child.
- 5.7** Staff will ensure children are connected to local resources and participate in both educational and recreational activities.
- 5.8** Staff will ensure that children are attending school, as appropriate, assist with and monitor homework completion.
- 5.9** Staff will assist in children transitioning to alternate placement whether that is to another facility, foster home, relative caregiver or parental home.
- 5.10** Operator and staff will have emergency procedures in place for disasters such as fire, weather, domestic threats, etc.
- 5.11** Staff will receive proper background checks and training prior to initiation of service provision within the facility.
- 5.12** For the purposes of the six-month pilot program, facility will be inspected prior to opening by Racine County Operations staff to ensure facility provides a safe, clean environment for children. There will be a follow-up inspection prior to the end of the 6-month pilot period.
- 5.13** Facility must be handicapped accessible.
- 5.14** Facility operator and staff will cooperate fully with Racine County Human Services.
- 5.15** Facility will maintain its license with DCF and remain in good standing.

6. Outcomes:

- 6.1** 90% of children will be successfully transitioned to a permanent or long-term placement within thirty (30) days
- 6.2** 100% of children will be maintained safely in the home.
- 6.3** Ninety percent (90%) of Racine County staff assessments will reflect a positive experience (average score of 4) with the facility.
- 6.4** Facility will be maintained in a reasonable manner with no ongoing major repair needs or pest infestation as measured by Racine County staff assessments and Operations staff inspections.

7. Contract Period:

Contract will begin upon acceptance of the terms described and execution of the contract by both parties, and continue for six months. Continuation of the project beyond six months will be determined by Purchaser.

8. Cost:

Cost listed by proposer must be complete and inclusive of all charges at the time of submission. Proposer certifies that prices, terms and conditions in the proposal will be firm for acceptance for a period of ninety (90) days from the date of opening unless otherwise stated by Racine County. Proposal may not be withdrawn before the expiration of ninety (90) days. Prices shall be firm with no escalator clauses unless specified by Racine County. Proposals may be withdrawn after ninety (90) days only upon written notification to Racine County.

9. Contract:

The contract for this project will consist of this Request for Proposals document, the specification documents and any associated exhibits or documents, the proposer's response with all required forms, addenda, any negotiated terms and conditions and a standard Racine County contract.

10. Calendar of Events:

This calendar is subject to change at the sole discretion of Racine County. All attempts will be made to adhere to this calendar however circumstances may require modification of dates and/or times.

Event	Date
RFP issued, posted on website and newspaper	12/23/17
Written questions/requests for clarification due to Racine County	1/05/18 by 4 pm. Questions submitted later will not be considered.
Racine County written responses to questions/clarifications posted on website	1/10/18
Proposals due at Racine County, and dropped off at the Three North Receptionist	1/19/18 by 4 pm. Late proposals will not be accepted
Public Opening of Sealed Proposals	1/22/17 at 3 pm Three North Conference Room
Proposal Evaluations Completed by...	2/02/18
Face-to-Face interviews scheduled, if needed	2/07/18
Contract Awarded	2/12/18
Site inspection	TBD
Contract Start Date	Anticipated Date 4/1/18

11. Right of Rejection:

Racine County reserves the right to reject any or all proposals, any portion of a proposal and to accept the proposal considered most advantageous to Racine County following final negotiations, evaluations and reviews. Racine County does not warrant or guarantee that a contract will be awarded as a result of this Request for Proposals.

12. Instructions to Proposers:

- 12.1** Thoroughly examine the scope of work, schedule, instructions and all other Solicitation documents and make all investigations necessary to be familiar with conditions that affect the proposal. No pleas of ignorance by the proposer as a result of failure to investigate or examine conditions or failure to fulfill details of the contractual documents will be accepted as a basis for varying the requirements of the County or changing the compensation due.
- 12.2** Racine County contracts are subject to all legal requirements of Racine County, State of Wisconsin or Federal statutes and regulations, as applicable. Laws of the State of Wisconsin apply.

- 12.3** Provide all required information on the forms furnished in this document. Print or type your name and that of your agency on the Proposal Cover Sheet. **Do not Include your name or the name of your agency in the body of the proposal!** If you obtained this solicitation electronically, you may complete your responses on the electronic forms however a hardcopy of the proposal must be submitted with your signature on the Proposal Cover Sheet. Do not alter the solicitation documents when completing the forms. Submission of the proposal affirms that you did not alter the original documents beyond filling in the required information.
- 12.4** Note that there are two separate packets of documents to complete. One will contain four (4) copies of your proposal and the other four (4) copies of your budget information. When submitting your hardcopy proposals, seal each packet in a separate envelope.
- 12.5** All proposals must be current and final at the time of opening to be considered responsive. No proposal will be accepted for consideration, and no award will be made if, at the time of opening, anything contained therein is contingent upon or subject to any outstanding review, certification or approval by any party that has not been received.
- 12.6** The following chart illustrates the required proposal documents and specifies the minimum content of the proposal sections. Proposals should be organized in tabbed sections following this chart and each point listed below should be addressed in your proposal.

Appendix	Title	Contents
A	Proposal Cover Sheet	Complete this form for each packet of the proposal...the program and the budget documents
B	Vendor Acceptance Form	Complete this form and attach it to the proposal.
C	Reference Document	On the form included in this packet, list three (3) references who are familiar with your work and your ability to fulfill the requirements of this proposal. Racine County may also consider reference responses from agencies or individuals not listed in your proposal. All information provided must be current and correct. Racine County will not attempt to search for current information that is not provided.

D	Proposal Narrative	DO NOT LIST YOUR NAME OR THAT OF YOUR AGENCY IN THE NARRATIVE OR CRITERIA SECTIONS. Describe what you observe as the need your proposal addresses, the solution you propose to provide and the value of the service or reason for providing the service.
E	Program Criteria	Provide detailed information in response to each specific criterion listed.
F	Licenses	List all licenses held by the proposed vendor and agency.
		In a separate sealed envelope:
G	Budget Worksheet	Provide a detailed description of the costs for which Racine County will be billed.

13. Submission of Proposals:

Submit one original master copy (so marked) and three photocopies (so marked) of your proposal. On the front of the envelope containing your proposal and copies, indicate the following:

Name & Address of Bidder
Due Date of Bid
Proposal Number & Title

All proposals must be manually signed by an authorized official of the agency.

Telegraphic, fax, email and on-line responses WILL NOT BE ACCEPTED. The original, signed proposal must be delivered to the address indicated below:

Krista Kennedy
Contract Compliance Monitor
Racine County Human Services Department
1717 Taylor Avenue
Racine WI 53403
Krista.kennedy@racinecounty.com

Proposals can also be dropped off at the THREE NORTH Receptionist at the Racine County Human Services Department between 9 am and 4 pm Monday through Friday.

14. Contact Person:

- 14.1** The Racine County Human Services Contract and Compliance Monitor will act as the County representative in the issuance and administration of this RFP and contract, and shall issue and receive all documents, notices and correspondence pertaining to this RFP. Such documents, notices, and correspondence not issued by or received by the Contract Compliance Monitor shall be null and void.
- 14.2** Questions related to this Request for Proposal shall be delivered in writing (email, postal delivery or hand delivered) to the Contract Compliance Monitor. **Final date for questions is listed in the Calendar of Events.** No questions will be accepted over the phone and no other Racine County representative is authorized to interpret any portion of this RFP.
- 14.3** All questions received by the Contract and Compliance Monitor will be researched and responded to on the date listed in the Calendar of Events and posted on the Racine County Human Services website which can be accessed by the following link:

<http://racinecounty.com/government/human-services/contracts-and-budget/-folder-558>

No verbal or written information, which is obtained other than through this Request for Proposals or its addenda, shall be binding upon Racine County. Proposers are expected to raise any questions, exceptions or additions they have concerning this document as soon as possible during the RFP process.

15. Confidentiality/Non-Disclosure:

- 15.1** It is the intent of the County that all proposals received will remain sealed and confidential until reviewed by the Proposal Evaluating Committee.
- 15.2** Once the process is complete, no information submitted as part of this RFP process shall be considered proprietary or confidential.
- 15.3** By submitting a proposal, vendors acknowledge that the County may be required under the law to make its records available for public inspection at any time during this RFP process. All vendors acknowledge and agree that the County will have no obligation or any liability to the vendor if the County must disclose these materials.

16. Errors or Omissions:

- 16.1** If a vendor discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this bid, the vendor should immediately notify the above-named individual of such error and request modification or clarification of the RFP document.
- 16.2** Racine County reserves the right to permit cure of, or waive as an informality, any irregularities or technicalities contained in any proposal submitted, at the sole

discretion of Racine County provided such waiver does not substantially change the offer or provide a competitive advantage to any other vendor. Contracts will be awarded in the best interests of Racine County.

17. Addenda:

Changes to this RFP will be made only by formal, written addendum issued by Racine County's Contract Compliance Monitor and posted on the Racine County Human Services Website. All addenda issued as part of this RFP shall become part of the specifications of this RFP and will be made part of the contract. It is the vendor's responsibility to check and assure receipt of all addenda.

18. RFP Evaluation Process:

- 18.1** Racine County will receive proposals from interested vendors having relevant experience, resources and qualifications in the proposed scope of work. Proposals for this project must contain evidence of the vendor's experience and abilities in the field of child welfare and foster care.
- 18.2** All proposals received will be evaluated by a selection team that consists of Racine County representatives. The team will review and evaluate all detailed proposals submitted and may conduct in-person interviews with proposers if deemed necessary. The selection team will have only the response to this solicitation to review for selection of a finalist. It is therefore important that proposers emphasize specific information considered pertinent to the services provided. Racine County reserves the right to request clarification of any portion of any submittal.
- 18.3** Racine County will be under no requirement to complete the evaluation by any specific date and reserves the right to suspend or postpone the evaluation process should the need arise due to budget constraints, time constraints or other factors as directed by the County. It is anticipated, however, that the review/evaluation process will be completed in a timely manner.
- 18.4** A Proposal Evaluation Committee will be established to review and evaluate all proposals submitted in response to this RFP. The Contract Compliance Monitor will be a non-voting member and, as such, will prepare the proposals for the committee so that no vendor identifying information will be available to the evaluators. The Committee will conduct a preliminary evaluation of all proposals based upon the information provided and other evaluation criteria as set forth in this RFP. The contract will be awarded to the most qualified contractor per the evaluation criteria listed below.

EVALUATION CRITERIA	WEIGHT
Qualifications	35%
Physical Location	15%
Policies and Services	40%
Overall Cost to the County	10%
Total	100%
Past Performance	TBD

18.5 Refer to the accompanying “Program Criteria” document (Appendix E) for specific information to include in your proposal.

19. Interviews:

If requested, proposers may be required to participate in an interview at the site of the proposed program or in the offices of the Racine County Human Services Department. Proposers should be prepared to discuss and substantiate any of the areas of the proposal submitted, as well as its qualifications to furnish the specified program. The interviews will be scored by the Evaluation Committee.

20. County RFP Notice of Rights:

Racine County reserves the following rights to:

- Conduct pre-award discussion and/or pre-award/contract negotiations with any or all responsive and responsible proposers who submit proposals determined to be reasonably acceptable of being selected for award; conduct personal interviews or require presentations of any or all proposers prior to selection; and make investigations of the qualifications of proposers as it deems appropriate, including but not limited to a background investigation conducted by the County or its agents.
- Request that proposer(s) modify its proposal to more fully meet the needs of the County or to furnish additional information as the County may reasonably require.
- Accord fair and equal treatment with respect to any opportunity for discussions and revisions of proposals. Such revisions may be permitted after submission of proposals and prior to award.
- Process the selection of the successful proposer without further discussion.
- Request Best and Final Offers from any or all proposers at the sole discretion of the County.

21. Indemnity and Insurance Requirements:

- 21.1** Upon execution of a contract, contractor agrees to indemnify, hold harmless and defend Racine County, its officers, agents and employees from all liability including claims, demands, losses, costs, damages and expenses of every kind and description or damage to persons or property arising out of or in connection with or occurring during the course of this agreement where such liability is founded upon or occurring out of the acts or omissions of the contractor, its agents or employees.
- 21.2** Contractor agrees to protect itself and Racine County under the Indemnity Agreement set forth in the above paragraph. Contractor will at all times during the term of this contract keep in force and effect commercial general liability, professional liability, automobile liability, worker's compensation insurance policies issued by a company or companies rated A-VII or better by AM Best and authorized to do business in the State of Wisconsin with the following minimum limits of coverage:
- 21.3** Commercial General Liability minimum coverage:
One million dollars (\$1,000,000) liability for each occurrence for bodily injury and property damage including product liability and completed operations and three million dollars **(\$3,000,000) in the aggregate.**
- 21.4** Motor Vehicle coverage:
One million dollars (\$1,000,000) for each occurrence combined single limit for motor vehicle liability and property damage and **three million dollars (\$3,000,000) in the aggregate** for all owned, non-owned and hired vehicles that are used in carrying out the contract.
- 21.5** Worker's Compensation: Maintain coverage as required by Wisconsin Statutes for employees engaged in the work.
- 21.6** Upon execution of a contract and at any other time if requested by Racine County, contractor shall furnish Racine County with written verification of the existence of such insurance.

22. Background Checks:

Upon execution of a contract, contractor will conduct criminal and caregiver background checks through the State of Wisconsin on all employees who provide services in this program. No employee may have contact with juveniles in the program unless contractor has conducted and received a clear background check on the employee. Documentation of these background checks must be maintained and readily available to Racine County staff.

23. Audit Requirements:

Unless waived by Racine County, contractors must submit an annual audit to Racine County if the total amount of annual funding provided by Racine County (from any and all of its Divisions taken collectively) for all contracts is \$100,000 or more.

24. Racine County Standard Terms and Conditions:

Proposer must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Recognize that authorization for services is approved by Racine County Human Services Department
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a Racine County Human Services Department (RCHSD) program through the use of a standardized Racine County Human Services format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.

**END OF PROPOSAL INSTRUCTIONS—
PROCEED TO APPENDICES TO COMPLETE
THE PROPOSAL**

APPENDIX A

Proposal Code Letter: _____ (for Racine County use only)

Racine County Human Services

Request for Proposal Cover Sheet

Juvenile Receiving Home

Program # 514

Company Name: _____

Authorized Signature: _____

Authorized	Date
Printed Name: _____	Submitted: _____

NOTE: Complete one Cover Sheet for your proposal and a separate Cover Sheet for your Budget Worksheet.

Documents Included (check all you are attaching):

_____ Proposal Narrative

_____ Program Criteria

_____ Reference Documents

_____ Vendor Acceptance Form

_____ License(s) of Agency, Site, Professional

_____ Budget Worksheet

APPENDIX B

Vendor Acceptance Form

Program Name: Juvenile Receiving Home

Program #: 514

Date of Issue: 12/13/17

By signing and submitting this Proposal, I _____ hereby
(Print Name)

certify and swear that I am a duly authorized agent of this company, I have examined and carefully prepared this proposal from the written specifications and information of Racine County and have checked the same in detail before submitting said proposal to Racine County. I have full authority to make such statements and submit this proposal, and all statements submitted are true and correct.

I FURTHER CERTIFY that no agreement has been entered into to prevent competition for said work. I have carefully examined all materials related to this proposal.

I FURTHER CERTIFY that any data sheets and descriptive literature attached hereto are true and correct and are intended to be made part of this bid/proposal response.

I FURTHER CERTIFY that neither this company nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. I certify that this company/agency will provide immediate written notice to the County if, at any time, it is learned that this certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

I acknowledge that Racine County reserves the right to reject any and all bids and to select the vendor considered by Racine County to be most advantageous, at the sole discretion of Racine County.

In compliance with this Request for Proposals and subject to all the terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish any or all of the items, deliverables or services herein at the prices, terms and delivery stated.

All signatures **MUST** be original. No facsimile, stamped or copied signature will be accepted and is cause for rejection of the proposal. **By signing this form, I affirm that the original Request for Proposals documents have not been altered in any way.**

Authorized Signature: _____ Print Name: _____

Title: _____ Email: _____

Name of Business: _____ Phone: _____

Business Address: _____ City/State Zip: _____

APPENDIX C

Proposal Code Letter: _____

(for Racine County use only)

Racine County Human Services

Request for Proposal Reference List

Juvenile Receiving Home

Program # 514

It is important to provide accurate contact information for each reference listed. Racine County will not attempt to locate incomplete or inaccurate information in names, location or phone numbers. Prior experience on previous Racine County projects may be considered by the County, even if not listed here as a reference.

1. Project/Program Name: _____

Individual to be contacted at this site: _____

Phone #: _____ Email: _____

Address: _____

2. Project/Program Name: _____

Individual to be contacted at this site: _____

Phone #: _____ Email: _____

Address: _____

3. Project/Program Name: _____

Individual to be contacted at this site: _____

Phone #: _____ Email: _____

Address: _____

Racine County Human Services

Request for Proposal Narrative Sheet

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Present a clear and concise description of your proposal. Points you may want to address include:

- What are you proposing?
- How do you plan to implement this program?
- Why do you believe you are better able to operate this program than others?
- What challenges you foresee and how will you address those challenges?
- Any additional information that will help evaluators understand your proposal.

APPENDIX E

Racine County Human Services

Request for Proposal Criteria Sheet

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All proposals must address each of the following criteria. You may fill in your answers in the space provided or on a separate piece of paper. If you choose to use a separate piece of paper, **you must clearly identify which question each of your answers pertains to** by labeling it with the category number and the letter of the specific question. **Failure to include all of the criteria listed will disqualify the entire proposal.**

1. Qualifications:

- A. How many awake staff will be assigned to each shift?

- B. What experience have you or your agency had with the foster care system and abused/neglected children?

- C. Who will be on the premises other than trained staff?

- D. How will you recruit and screen potential staff?

2. Physical Location:

- A. How many bedrooms and beds are available for children?

- B. How will genders be separated?

APPENDIX E

Proposal Code Letter: _____

(for Racine County use only)

C. What is the plan for separating older children from younger children?

D. Where will children's medications be stored? How will medications be secured and administered? What kind of medication documentation will be completed and maintained?

3. Policies and Services:

A. What transportation will you provide?

B. What age appropriate activities will you provide?

C. What age appropriate chores will children be expected to perform?

D. What procedures are developed for emergencies, e.g. weather, fire, domestic incidents, etc.?

E. How will you respond to verbal and/or physical aggression from a child? How will you ensure the safety of all the children when a child exhibits aggression?

F. What are your procedures for medical emergencies? How will you ensure safety for all the children during a medical emergency?

APPENDIX E

Proposal Code Letter: _____

(for Racine County use only)

G. What role do you see Human Services playing in placement issues?

H. How will you monitor actions of caregivers?

4. Past Performance:

A. What previous experience have you had with Racine County Human Services?

Racine County Human Services

Request for Proposal License List

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What professional, active licenses does the owner/operator of the proposed facility hold? What is the expiration date?

What professional, active licenses does the proposed facility have in place? What is the expiration date?

Include a copy of the licenses listed above with your proposal.

Proposal Code Letter: _____

(for Racine County use only)

APPENDIX G

Racine County Human Services

Request for Proposal Budget Sheet

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Daily Rate: _____

Please give a detailed accounting of the method used to set your daily rate:

Are there any additional services you will provide that are not included in the above daily rate?
