



Request for Proposal

Racine County Alternatives Program

(RCAP)

Program # 101

Direct all replies to:

Bethany Tangerstrom
Contract Compliance Monitor
1717 Taylor Avenue
Racine WI 53403
262.638.6671

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN:

Thursday, September 12, 2019 at 4 pm

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

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Racine County Human Services
Request for Proposal: Racine County Alternatives Program (RCAP)
Program #101

Section I. Specifications

1. Introduction and Program Description:

Racine County Human Services is requesting proposals to provide coordination and support functions for the Racine County Alternatives Program (RCAP). The potential provider needs to be able to handle 40 assessments per day because there will be not additional funds granted.

RCAP provides pre-trial risk assessments to the adult criminal courts and court ordered pre-trial monitoring, that includes drug and alcohol testing through oral drug tests and portable breath tests (PBTs) up to continuous SCRAM or Remote Breath monitoring 24 hours a day / 7 days a week. RCAP provides GPS monitoring for defendants ordered by the court to have 24/7 monitoring of their locations. RCAP also provides urine drug testing to the Racine County Alcohol and Drug Court participants and the Veterans Treatment Court participants. Participants identified under the ACT 33 program are also tested with oral drug tests.

2. Scope of Services:

2.1 Pre-Trial Assessments

2.1.1 Individuals who are brought to the Racine County jail with charges that have not yet had an initial appearance in court are interviewed in the jail every morning (Monday-Friday, excluding holidays) beginning at 8:00 am. Individuals are asked questions about their demographics, living and employment situations and a brief screen of their AODA history is done. Demographic information is verified through a third party the individual designates RCAP to call. This information generates a risk assessment approved by Racine County that determines the individual's likelihood of failure to appear (FTA) for future court appearances and the risk of reoffending while their case is pending. Individuals are designated a risk level of 1,2,3 or 4 based on the verified information reported. This report is submitted to the court commissioner each day by 1:30pm to be considered at initial appearances for the level of pre-trial monitoring needed, if any, while their case is pending.

2.2 Court Ordered Pre-Trial Monitoring

2.2.1 After individuals have their initial court appearances on their new charges, the court has the option of referring them to bond monitoring as part of their conditions of release. RCAP provides a series of different levels of bond monitoring based on the referred individual's risk levels. The court may

order an individual to be placed on GPS monitoring that provides 24/7 location monitoring of that individual. Participants may also be ordered to wear a SCRAM bracelet on their ankle that provides 24/7 monitoring/detection of alcohol consumption. A Remote Breath SCRAM device can also provide alcohol monitoring, which allows an individual to use a hand-held device that they can blow into as many times a day as required, which takes a picture of the participant to ensure their sobriety.

- 2.2.2 Individuals not required to wear or use these devices are monitored as based on their risk levels. Risk level 1 participants are usually given court date reminder calls and can be randomly test through oral drug test or PBTs as needed. Risk level 2 participants are given court reminder calls and tested usually at their court dates or as randomly required. Risk level 3 participants are tested bi-weekly, and Risk Level 4 participants are tested weekly.
- 2.2.3 Some Pre-Trial participants call a color line to report for testing when their color is called, either to come do a drug test or PBT at the office, or report to the AB Kiosk in the jail lobby to provide a photo captured breath test.
- 2.2.4 RCAP staff record all intakes, contacts and results of testing in the Clinical Manager database used by Racine County. Bond violations and progress reports are submitted to the assigned court by the RCAP case managers at the time of violations and for assigned court dates.

2.3 Drug Court, Veterans Court and ACT 33 participants

- 2.3.1 RCAP staff will do up to 3x/week random urine testing for the drug and veterans court participants, which also includes random weekend testing. Participants call a color line daily to see if their assigned color must report to test. ACT 33 participants do random oral testing by calling the color line as well. Results of testing are passed along Monday-Friday to the respective drug court teams and coordinator.
- 2.3.2 The treatment courts may order an individual to be placed on GPS monitoring, a SCRAM bracelet, or a sweat patch if determined by the treatment team necessary and approved by the courts. The GPS monitoring provides 24/7 location monitoring of that individual. A SCRAM bracelet worn on their ankle provides 24/7 monitoring/detection of alcohol consumption. RCAP staff is responsible for monitoring the above devices. Please see Attachment I for historical program data from 2017-2019.

3. Reporting Requirements:

- 3.1 Submit an annual report with the total number of the following:
 - 3.1.1 Pretrial assessments
 - 3.1.2 Individuals monitored
 - 3.1.3 GPS days of service
 - 3.1.4 SCRAM days of service
 - 3.1.5 Drug tests administered

4. Successful Proposal Requirements:

- 4.1 Demonstrate competence in the industry and provide any experience serving similar populations
- 4.2 Provide an agency description to include:
 - 4.2.1 Years in operation, agency growth, and historical milestones
 - 4.2.2 Primary headquarters and areas served
 - 4.2.3 Mission and vision statements
 - 4.2.4 Areas of specialty
 - 4.2.5 Organizational chart
 - 4.2.6 Employee screening, recruitment and training process
 - 4.2.7 Scheduling process and guarantee of coverage
 - 4.2.8 Any other pertinent agency specifics that would provide the evaluation committee with a sense how your company operates

5. Contract Period:

Contract will commence January 1, 2020, upon acceptance of the terms described and execution of the contract by both parties. The initial contract period shall continue in effect for one year. Thereafter, it may renew for two additional one-year periods at Purchaser's discretion based on Provider performance and funding available.

6. 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.

7. 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.

8. 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	8/15/19
Written questions/requests for clarification due to Racine County	8/22/19 by 4 pm. Questions submitted later will not be considered.
Racine County written responses to questions/clarifications posted on website	8/29/19
Proposals due at Racine County, and dropped off at the One North Receptionist	9/12/19 by 4 pm. Late proposals will not be accepted
Public Opening of Sealed Proposals	9/16/19 at 3 pm Three North Conference Room
Proposal Evaluations Completed by...	10/8/19
Face-to-Face interviews scheduled, if needed	TBD, but no later than 10/8/19
Contract Awarded	TBD, but no later than 10/11/19
Contract Start Date	1/1/20

9. Right of Rejection:

Racine County, through its duly authorized agents, reserves the right to reject any or all proposals, any portion of a proposal, waive all technicalities, 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.

10. Instructions to Proposers:

- 10.1** 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.
- 10.2** 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.
- 10.3** 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.

- 10.4** Note that there are two separate packets of documents to complete. One will contain an original plus four (4) copies of your proposal and the other your original plus four (4) copies of your budget information. When submitting your hardcopy proposals, seal each packet in a separate envelope.
- 10.5** 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.
- 10.6** 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	Agency Narrative	Describe your agency and how your mission relates to the need listed in the RFP.
E	Program Criteria	Provide detailed information in response to each specific criterion listed.
F	Past Performance	Provide any past experience you have with Racine County.
		In a separate sealed envelope:
G	Budget Worksheet	Provide a written description of the costs requested.

11. Submission of Proposals:

Submit one original master copy (so marked) and four photocopies (so marked) of your proposal. Also include a digital copy on a USB drive. 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:

Bethany Tangerstrom
Contract Compliance Monitor
Racine County Human Services Department
1717 Taylor Avenue
Racine WI 53403
Bethany.Tangerstrom@racinecounty.com

Proposals can also be dropped off at the ONE NORTH Receptionist at the Racine County Human Services Department between 9 am and 4 pm Monday through Friday. Late proposals will not be accepted and will be returned unopened.

12. 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>

<https://racinecounty.com/government/finance/purchasing-rfps-and-bids>

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.

13. Confidentiality/Non-Disclosure:

- 13.1** It is the intent of the County that all proposals received will remain sealed and confidential until reviewed by the Proposal Evaluating Committee.
- 13.2** Once the process is complete, no information submitted as part of this RFP process shall be considered proprietary or confidential.
- 13.3** 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.

14. Errors or Omissions:

- 14.1** 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.
- 14.2** 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.

15. 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.

16. RFP Evaluation Process:

- 16.1** 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 applicable field.
- 16.2** 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.

16.3 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.

16.4 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
Agency Experience and Competency	35%
Proposal Criteria	25%
Overall Cost to the County	40%
Total	100%
<p>Past Performance</p> <ul style="list-style-type: none"> • There is no weight for this category. It allows vendors with a past experience with Racine County the opportunity to be recognized for their contributions. • For those vendors with no prior experience, this category will not be calculated in their scoring and therefore will not impact their overall rating in any way. • This section represents scores obtained from three officials within Racine County who are not part of the evaluation committee. Supporting evidence will be attached to the final scoring sheet. 	15 Points maximum

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

17. 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.

18. RFP Preparation Expense

Racine County shall not be liable for any expense incurred in replying to any request for proposal or invitation to bid.

19. County RFP Notice of Rights:

Racine County reserves the following rights to:

- 19.1** 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.
- 19.2** 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.
- 19.3** 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.
- 19.4** Process the selection of the successful proposer without further discussion.
- 19.5** Request Best and Final Offers from any or all proposers at the sole discretion of the County.

20. Indemnity and Insurance Requirements:

- 20.1** 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.
- 20.2** 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:
 - 20.3** General Liability
 - 20.3.1 \$1,000,000 each occurrence
 - 20.3.2 \$1,000,000 personal and advertising injury

- 20.3.3 \$1,000,000 general aggregate
- 20.3.4 \$1,000,000 products and completed operations
- 20.3.5 There shall be no exclusion for abuse or molestation
- 20.4 Auto Liability Insurance**
 - 20.4.1 \$1,000,000 Combined Single Limit
- 20.5 Umbrella Liability Insurance on a following form basis**
 - 20.5.1 \$4,000,000 each occurrence
 - 20.5.2 \$4,000,000 aggregate
 - 20.5.2.1 Any combination of underlying coverage and umbrella equaling \$5,000,000 shall be acceptable
 - 20.5.2.2 There shall be no exclusion for abuse or molestation
- 20.6 Workers Compensation Statutory Limits plus:**
 - 20.6.1 \$100,000 E.L. Each Accident
 - 20.6.2 \$100,000 E.L. Disease Each Employee
 - 20.6.3 \$500,000 E.L. Disease Policy Limit
- 20.7 Professional Liability**
 - 20.7.1 \$1,000,000 each occurrence
- 20.8 Purchaser, acting at its sole option, may waive any and all insurance requirements. Waiver is not effective unless in writing. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by Purchaser's risk manager taking into account the nature of the work and other factors relevant to Purchaser's exposure, if any, under this agreement.**
- 20.9 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.**

21. Background Checks:

Upon execution of a contract, contractor will conduct criminal, caregiver background, and driver's license checks through the State of Wisconsin and drug screens on all employees who will provide these services. No employee may serve under this contract without a successful caregiver background check. Documentation of these background checks must be maintained and made available to Racine County Human Services upon request. For existing agency staff, background checks must be current within 90 days.

22. 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.

23. Racine County Standard Terms and Conditions:

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

- 23.1** Standard contract language

- 23.2** Certification standards where applicable
- 23.3** Fiscal and program reporting criteria
- 23.4** Allowable Cost Policy
- 23.5** Audit criteria
- 23.6** Certification regarding debarment and suspension
- 23.7** Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- 23.8** Maintain adequate liability coverage
- 23.9** Civil Rights/Affirmative Action Policies
- 23.10** Criminal and caregiver background checks for staff
- 23.11** Drug screening, driver's license checks and reference checks
- 23.12** Fair Labor Standards Act
- 23.13** Recognize that authorization for services is approved by Racine County Human Services Department.
- 23.14** All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- 23.15** 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**

Attachment I

Program Data 2017-2019

RCAP Office consists of:

- 1 full time Program Manager
- 1 Full Time Receptionist
- 4 Full Time Case Managers

Intakes Completed (Jail and Office – most are in jail)

Average intakes per year: 2,663
2017 – 2,831 completed
2018 – 2,553
2019 – 1,303 (thru 6/30/19)

Drug Testing for Pre-Trial Participants (Oral Tests)

Average number of oral tests per year: 5,040
2017 – 4,842
2018 – 4,840
2019 – 2,720 (thru 6/30/19)

Drug Testing for Treatment Court and Veterans Court (started oral, now urine testing)

Drug Court - Averages 1945 tests/year	Veterans Court - Averages 481 tests/year
2017 – 2,417	2017 - 447
2018 – 2,062	2018 – 481
2019 – 679 (thru 6/30/19)	2019 – 257 (Thru 6/30/19)

Breathalyzers for Pre-Trial Participants

Averages 3,879 per year
2017 – 3,391
2018 – 3,937
2019 – 2,155 (thru 6/30/19)

Breathalyzers for Treatment Court and Veterans Court

Drug Court - Averages 1702 per year	Veterans Court - Averages 209 per year
2017 – 2,377	2017 – 383
2018 – 1,964	2018 – 213
2019 – 383 (thru 6/30/19)	2019 – 32 (thru 6/30/19)

** Breathalyzer numbers for Treatment and Veterans Courts have decreased due to urine testing with an EtG testing for alcohol presence

GPS / SCRAM/ Remote Breath SCRAM monitoring

GPS (Global Positioning System) - Average 143 per year

2017 – 123 different participants

2018 – 139

2019 – 84 (thru 6/30/19)

** Tracking GPS can be very time consuming for staff, especially if someone is NOT on house arrest. They have to track every location to make sure defendants do not go where they are not allowed.

SCRAM – (Continuous Alcohol Monitoring) - Averages 148 per year

2017 – 97 different participants

2018 – 141

2019 – 103 (thru 6/30/19)

Remote Breath SCRAM (Portable Alcohol Monitoring) - Averages almost 15 per year

2017 – 13

2018 – 19

2019 – 6 (thru 6/30/19)

Court Reports: GPS Violations, SCRAM Violations, Pre-Trial Violations, Progress Reports

Averages 2,730 per year

2017 – 2,743

2018 – 2,703

2019 – 1,373 (thru 6/30/19)

** Submitted by Case Managers to Court when applicable

Court Reminder Calls

Averages 1205 calls per year

2017 – 1,944

2018 – 833

2019 – 420 (thru 6/30/19)

** Staff will call pre-trial defendants to remind them of their upcoming court dates. The number of calls may have gone down since 2017, when we had paid interns making the majority of the calls. Staff will call on felony cases and higher risk level cases (Risk Level 2-4) at this time.

RCAP office also performs the following duties:

- Sends positive drug screens into lab for testing and receives results
- Collects program, GPS and SCRAM fees from defendants and gives receipts for payments
- Provides educational, job and counseling resources to anyone asking for additional assistance
- Sets up defendants on the jail lobby Kiosk for alcohol testing and reads results from the tests, when they are ordered by the court.
- Maintains GPS/SCRAM/Drug Patch inventory and maintenance
- Sets up the random drug testing calendar for pre-trial, Treatment and Veteran courts
- Orders drug screens, urine cups and other inventory to be used in office

- The RCAP office provides ongoing directions to nearly every person who enters the Law Enforcement Center looking for Felony Court or anything else in the building!

APPENDIX A

Proposal Code Letter: _____

(for Racine County use only)

Racine County Human Services

Request for Proposal Cover Sheet

Racine County Alternatives Program (RCAP)

Program # 101

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):

_____ Vendor Acceptance Form (Appendix B)

_____ Reference List (Appendix C)

_____ Agency Narrative (Appendix D)

_____ Proposal Criteria (Appendix E)

_____ Past Performance (Appendix F)

_____ Budget Worksheet (Appendix G)

Proposal Code Letter: _____

(for Racine County use only)

APPENDIX B

Vendor Acceptance Form

Program Name: Racine County Alternatives Program (RCAP)

Program #: 101 Date of Issue: August 15h, 2019

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

Racine County Alternatives Program (RCAP)

Program # 101

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 Agency Overview Sheet

Racine County Alternatives Program (RCAP)

Program # 101

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

1. Agency Overview:

- a. What is the location of your primary headquarters and what areas do you serve?
- b. What are your agency's mission and vision statements? How do they relate to this RFP?
- c. What is your organizational structure? Please provide your organizational chart.
- d. Are you a legally incorporated, licensed business, registered to work in the State of Wisconsin?
- e. Do you carry the required insurance coverage listed in the RFP or are you able to obtain it prior to the start of this contract?
- f. What other pertinent agency specifics would provide the evaluation committee with a sense how your company operates?

2. Experience and Competency:

- a. How long has your agency been in operation? Please specify agency growth and historical milestones.
- b. What are your agency's areas of specialty?
- c. Please describe any prior relevant experience as it relates to this project scope.

APPENDIX E

Racine County Human Services

Request for Proposal Criteria Sheet

Racine County Alternatives Program (RCAP)

Program # 101

All proposals must address each of the following criteria. **You must clearly identify which question each of your answers pertains to** by labeling it with the number of the specific question. **Failure to include all the criteria listed will disqualify the entire proposal.**

1. Employees

- a) How many employees do you have on staff?
- b) What are your recruitment, screening, and hiring practices?
- c) What experience and qualifications will be required of the employees working under this contract?
- d) How are new employees trained? Provide a copy of your training program.

2. Scheduling

- a) What is your scheduling process?
- b) How will you ensure shifts are covered in the event an employee is absent?
- c) How much notice will you require for extended hours outside of the core hours?

3. Transition and Implementation Plan

(The quality, breadth and depth of this plan are critical to the success of the contract start-up and the conversion from current provider. This plan must address key aspects that are critical to the success of the transition and must be approved by Racine County.)

- a) Describe your activities during the thirty (30) days prior to the initiation of on-site services in preparation of the start-up.
- b) Describe your activities during the first sixty (60) days of the contract implementation to ensure uninterrupted service delivery.

4. GPS & SCRAM

- a) How will you be purchasing and tracking supplies?
- b) How are lost or stolen devices handled?
- c) Describe how you plan to monitor the data for violations? How do you plan to address violations with the courts?

5. Additional Information

- a) What challenges do you foresee and how will you address those challenges?
- b) Why do you believe your agency is better able to operate this program than others?
- c) Any additional information that will help evaluators understand your proposal.

APPENDIX F

Proposal Code Letter: _____

(for Racine County use only)

Racine County Human Services

Request for Proposal Past Performance

Racine County Alternatives Program (RCAP)

Program # 101

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

****Please note, this section must be answered on a separate document.***

- There is no weight for this category. It allows vendors with a past experience with Racine County the opportunity to be recognized for their contributions.
- For those vendors with no prior experience, this category will not be calculated in their scoring and therefore will not impact their overall rating in any way.
- To maintain the blind evaluation process, this section represents scores obtained from other officials within Racine County, who are not part of the evaluation committee. Supporting evidence will be attached to the final scoring sheet.