



Request for Proposal

Program

Brighter Futures Initiative

RFP #840

Direct all replies to:

Duane McKinney
Contract Compliance Monitor
1717 Taylor Avenue
Racine WI 53403
262.638.6671

SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN:

Wednesday, October 21, 2020 at 2 pm

At the Racine County Human Services Department

1717 Taylor Avenue – One North Receptionist

Racine WI 53403

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Section I. Specifications

1. **Introduction:**

Racine County Human Services intends to contract with Focus on Community, a local non-profit organization whose mission is to unite the community in an effort to prevent substance abuse and to inspire healthy life choices. Focus on Community has been providing the *LifeSkills® Training* program to students in the City of Racine and Racine County for the past 17 years. RUSD serves nearly 20,000 children who reside in the City of Racine, an urban area with 78,054 residents and roughly 9,975 middle school students (U.S. Census Bureau, 2015 ACS 1-Year Estimates).

2. **Program Description and Requirements:**

- 2.1** The project will be administered by Racine County Human Services Department (RCHSD). This prevention-focused project will utilize the evidence based program, including *LifeSkills® Training*. The *LifeSkills® Training* program consists of three major components that cover critical domains found to promote drug use. Research has shown that students who develop skills in these three domains are far less likely to engage in a wide range of high-risk behaviors. The three components include:
- 2.1.1 Drug Resistance Skills enables young people to recognize and challenge common misconceptions about tobacco, alcohol, and other drug use. Through coaching and practice the youth learn information and practical ATOD (Alcohol, tobacco and Other Drug use) resistance skills for dealing with peers and media pressure to engage in ATOD use.
 - 2.1.2 Personal Self-Management Skills teach students how to examine their self-image and its effects on behavior; set goals and keep track of personal progress; identify everyday decisions and how they may be influenced by others; analyze problem situations, and consider the consequences of each alternative solution before making decisions; reduce stress and anxiety, and look at personal challenges in a positive light.
 - 2.1.3 General Social Skills teach students the necessary skills to overcome shyness, communicate effectively and avoid misunderstandings, initiate and carry out conversations, handle social requests, utilize both verbal and nonverbal assertiveness skills to make or refuse requests, and recognize that they have choices other than aggression or passivity when faced with tough situations.
- 2.2** The project would provide community based prevention services via weekly group services to Racine County middle school youth. The program will serve all Racine Unified middle school students, enrolled in the 6th and 7th grades. The program's prevention focus works to stabilize youth functioning in the school, community and home environments. Services would be delivered in the school setting where the highest level of need is evident.
- 2.3** *LifeSkills® Training* is the highest rated, recommended and researched school-based substance abuse prevention program. It is uniquely designed, proven effective and grounded in over 20 years of research. Rather than simply teaching information about drugs, *LifeSkills® Training* combats the underlying cause of substance use. *LifeSkills® Training* (LST) is a research-validated substance abuse prevention program proven to reduce the risks of alcohol, tobacco, drug abuse, and violence by targeting the major social and psychological factors that promote the initiation of substance

use and other risky behaviors. This comprehensive and exciting program provides adolescents and young teens with the confidence and skills necessary to successfully handle challenging situations.

- 2.4** The LST program is guided by a comprehensive theoretical framework that addresses multiple risk and protective factors, provides developmentally appropriate information relevant to the target age group and the important life transitions they face. It includes comprehensive personal and social skills training to build resilience and help students navigate developmental tasks, and uses interactive teaching methods (e.g., facilitated discussion, structured small group activities, role-playing scenarios) to stimulate participation and promote the acquisition of skills.
- 2.5** The specific program activities are based on cognitive-behavioral principles, including role-playing, modeling, immediate feedback, and reinforcement of positive behaviors. Students are encouraged to practice the lessons of the day through homework assignments. The LST approach aims to reduce substance use by increasing coping, refusal, social skills, and knowledge in the participants. The prevention of substance use is understood in terms of social influence theory and is treated through enhancing both competence and knowledge to encourage resistance.
- 2.6** The provision of the *LifeSkills® Training* program through our partners at Focus and delivered within the RUSD buildings, ensures that the program is flexible and accessible to all youth. Additionally, the curriculum builds on the skills necessary for youth to abstain from AODA use and build the skills and competencies necessary to succeed and the tools necessary to thrive in adulthood. As described in the Youth Services Framework, the *LifeSkills® Training* program provides youth the knowledge and skills needed to become healthy and productive adults. Youth are supported and served in a way that builds on strengths, creates self-efficacy and moves them towards the goals they have chosen.
- 2.7** This curriculum will be provided in a trauma-informed environment. Focus staff will all be trained in trauma informed care, utilizing the *SaintA Seven Essential Ingredients* curriculum. Racine County's Trauma Initiative has allowed the RCHSD to imbed Trauma trainers within the Department. This allows RCHSD to provide free training to all our partner agencies and to ensure fidelity to a model.

3. Program Evaluation:

- 3.1** Program evaluation plan – reports will be completed and submitted in compliance with the reporting guidelines and timelines set forth by DCF. Reports will be coordinated by the Contract Manager and Supervisor using data collected and entered in Microsoft Excel. Data analysis support will be provided by the Youth and Family Division Quality Assurance Supervisor. Additional assistance with reports, on an as needed basis, will be provided by staff with expertise in that area. For example, staff from the fiscal division will be available to assist with the comprehensive expense report.

4. Reporting Requirements:

- 4.1** Client demographics must be tracked using the database provided by RCHSD. Demographics to be tracked include race, ethnicity, gender, age, the referral, start and end dates, census tracking, zip code and the marital status of the head of household as well as SACWIS individual and family identifiers. This report should also include the total served in the program to date.
- 4.2** Quarterly Evaluation Outcome and Demographic Reports reflecting the aforementioned criteria must be provided no later than 4/15/21, 7/15/21 and 10/15/21 to the Youth & Family Division Manager and Racine County HSD Contract Compliance Monitor.
- 4.3** Annual Evaluation Outcome and Demographic Reports must be submitted to the Youth & Family Division Manager and Racine County HSD Contract Compliance Monitor by 2/1/22.

5. Successful Proposal Requirements:

- 5.1** Demonstrate competence in the industry and provide any experience serving similar populations
- 5.2** Provide an agency description to include:
 - 5.2.1 Years in operation, agency growth, and historical milestones
 - 5.2.2 Primary headquarters and areas served
 - 5.2.3 Mission and vision statements
 - 5.2.4 Areas of specialty
 - 5.2.5 Organizational chart
 - 5.2.6 Cultural competency
 - 5.2.7 Employee screening process
 - 5.2.8 Employee recruitment process and success
 - 5.2.9 Any other pertinent agency specifics that would provide the evaluation committee with a sense how your company operates

6. Evaluation Outcomes:

- 6.1** 80% of youth will be attending school and will have either a decrease or no increase in behavioral reports in the school district.
- 6.2** 90% of the youth will not be apprehended for a delinquent offense that is related to alcohol or drugs during their involvement in the *LifeSkills® Training Program*.
- 6.3** 90% of participants will increase their self-sufficiency skills during their service period as measured by a self-assessment tool.
- 6.4** 75% of parents will report improved family functioning.
- 6.5** 90% of participants will attend and participate in the full program

7. Contract Period:

Contract will begin upon acceptance of the terms described and execution of the contract by both parties, with a target start date of January 1, 2021.

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	September 24, 2020
Written questions/requests for clarification due to Racine County	By noon on October 2, 2020 Questions submitted later will not be considered.
Racine County written responses to questions/clarifications posted on website	By 4pm on October 8, 2020
Proposals due at Racine County, and dropped off at the Three North Receptionist	By 2pm on October 21, 2020 Late proposals will not be accepted
Public Opening of Sealed Proposals	1:00pm on October 26, 2020
Proposal Evaluations Completed by...	November 6, 2020
Face-to-Face interviews scheduled, if needed	November 10, 2020
Contract Awarded	By November 24, 2020
Contract Start Date	TBD, Target of January 1, 2021

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 and letters of support	<p>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. A Letter of support from each referenced party must be attached. Racine County may also consider reference responses from agencies or individuals not listed in your proposal.</p> <p>All information provided must be current and correct. Racine County will not attempt to search for current information that is not provided.</p>
D	Agency Overview	<p>Describe your agency and how your mission relates to the need listed in the RFP. Describe your agency and how your mission relates to the need listed in the RFP. DO NOT LIST YOUR NAME OR THAT OF YOUR AGENCY IN THE NARRATIVE OR CRITERIA SECTIONS.</p> <p>Describe your agency and how your mission relates to the need listed in the RFP.</p> <p>Include only one copy of your business license with the original, this will not be included in the information the evaluation committee reviews to protect the blind process.</p>
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	Use the spreadsheet to illustrate the costs for which Racine County will be billed. Provide a written description if more information is necessary.

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:

Duane McKinney
Contract Compliance Monitor
Racine County Human Services Department
1717 Taylor Avenue
Racine WI 53403

duane.mckinney@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.

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:

<https://www.racinecounty.com/government/human-services/contracts-and-budget/i-m-interested-in-contracting-with-racine-county/programs-for-competitive-bid/2021>

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 industry.
- 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
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. • To maintain the blind process, this section represents scores obtained from other officials within Racine County who are not part of the evaluation committee. They will be selected for having a direct experience with all the agencies who submitted proposals. Supporting evidence will be attached to the final scoring sheet. 	15 points maximum

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 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 and Drug Screens:

Upon execution of a contract, contractor will conduct criminal background checks through the State of Wisconsin and drug screens on all employees who provide services in this program. Racine County will be provided copies of background check and drug screen results prior to employment. Racine County reserves the right to deny employment in this program when results are deemed unacceptable. Documentation of these background checks and drug screens must be maintained and readily available to Racine County staff.

23. Audit Requirements:

In accordance with s.s.46.036 and the purchase of professional services, there is no need for a formal audit. However, in the event that any costs appear to be inconsistent with industry norms, the purchaser reserves the right to request documentation of billed expenses and conduct an Audit Review.

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

Brighter Futures Initiative

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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: Brighter Futures Initiative

Program #: 840

Date of Issue: September 24, 2020

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

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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

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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

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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. Additional Information

- a) What challenges 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.

Racine County Human Services

Request for Proposal Past Performance

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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.

Racine County Human Services

Request for Proposal Budget Sheet

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All proposals must address each of the following criteria. **This information must be submitted in a separate envelope.**

1. Provide a detail listing of costs to include:
 - a. Annual cost broken down into an hourly rate for services within core hours
 - b. Hourly cost for extended service hours outside of core hours

2. List any "Value Added" services that your agency may include at no additional charge.