

REQUEST FOR PROPOSAL



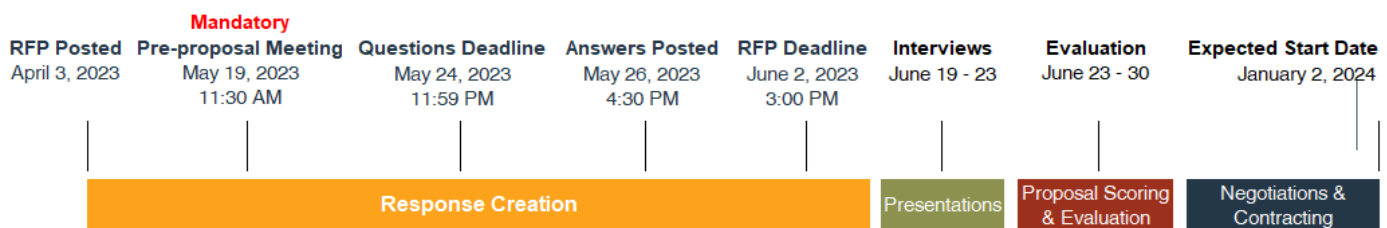
Adult Criminal Justice Case Management and Treatment Services

Marathon County Administration
Division of Justice Programs
March 2023

Background and Purpose

Marathon County's commitment to ensuring public safety is embedded in the overall organizational goal of making Marathon County the healthiest, safest, and most prosperous county in the State of Wisconsin. This commitment demands innovative alternative approaches to traditional criminal justice processes. Marathon County's Request for Proposals (RFP) seeks highly qualified service providers that implement leading-edge, evidence-based programming for justice-involved individuals with the goal of reducing recidivism and alleviating jail overcrowding. The service providers are entrusted with the important endeavor of enhancing Marathon County's continuum of care and securing wraparound services. Simultaneously, the service providers are also tasked with the important function of evaluating their implementation, outcomes, and impact in regard to their service delivery.

Timeline



Proposal Format and Submission

To enable the Selection Committee to fairly evaluate each proposal, each bidder shall use the following proposal format:

1.0 Cover Letter

2.0 Table of Contents

3.0 Executive Summary

3.1 Statement of intent and explanation

3.2 Statement of company vision

3.3 Organizational structure

3.3.1 Provide a narrative of Service Provider qualifications, including certifications and professional licenses held.

3.3.2 Statement of business history, track record, and sustainability

3.3.3 Summarize all past or pending litigation involving your company.

3.3.4 Provide financial statements and audit findings for each of the last three (3) years.

3.3.5 Describe all instances in the past three (3) years in which a contract was awarded to your company and was subsequently rescinded and awarded to another Service Provider.

3.3.6 Describe all instances in the past three (3) years in which your company cancelled a contract in advance of the planned contract end date, including customer contact information, nature of contract, contract end date and date of cancellation.

3.3.7 Describe all instances in the past three (3) years in which a customer has provided you with notice that you were in breach of a contract, including the nature of the contract, nature of the breach, whether it was cured to customer satisfaction, and customer contact information.

3.4 Local Experience

- 3.4.1 Describe Service Provider's familiarity with the local resources and systems, most notably the criminal justice system, behavioral health resources, and support services.

4.0 Desired Skills

4.1 Relevant Experience

- 4.1.1 Provide a summary of three (3) examples of comparable projects undertaken by the Service Provider and/or Project Manager.

4.2 Technical Competence

- 4.2.1 Provide examples of regularly distributed reports delivered by Service Provider to similarly situated customers.
- 4.2.2 Describe experience with, and provide examples of, data analysis and Key Performance Indicators
- 4.2.3 Provide two (2) examples of data-focused program evaluations previously conducted by Service Provider.
- 4.2.4 Describe current Client Records Management System.

4.3 Demonstrated history of strong performance

- 4.4 *Provide a list of contacts for all State and County government contracts held by Service Provider in Wisconsin, including a brief description of the nature of services provided.*

5.0 Programmatic Proposal

- 5.1 *Describe specific programs/services that Service Provider will deliver with respect to each of the programs/services described within the SCOPE OF SERVICES portion of this request for proposal for which Service Provider is proposing.*

- 5.1.1 Include reference to any concepts, techniques, and/or tools that the Service Provider intends to utilize.
- 5.1.2 Describe proposed service delivery model, including proposed utilization of local resources.
- 5.1.3 Provide a proposed staffing plan for each program/service and include resumes and/or stated minimum qualifications (by position) for all professionals that would be working on this project. Include reference to certifications or professional licenses required.
- 5.1.4 Provide policies and procedures for similar programs or draft policies and procedures for proposed programs.
- 5.1.5 Should Service Provider envision relying upon subcontracts or other third-parties to perform activities described in this RFP, provide a description of said subcontractors or third parties, their relationship with Service Provider, and their specific experience with respect to their anticipated responsibilities under the proposal.
- 5.1.6 Identify any information/resources needed for the project.

5.2 Working Relationship

- 5.2.1 Describe the working relationship Service Provider anticipates having with County staff, including the level of assistance provided for completion of the necessary tasks for each program/service proposed. (It is anticipated that Service Provider will work closely with the County Data Officer to provide data and key performance indicator reporting on all services delivered in connection with this contract).
- 5.2.2 Provide anticipated Key Performance Indicators and data collection/reporting processes for each of the programs/services proposed.

5.3 Implementation Timeline

- 5.3.1 Provide a proposed implementation schedule to ensure Service Provider is capable of delivering each program/service on January 1, 2024.

5.4 Cost

- 5.4.1 This project will be a fixed fee contract with monthly payments. Provide a cost estimate, inclusive of administrative and/or direct expenses, of each program/service under each of the three (3) umbrella programs referenced below for which Service Provider is proposing. County reserves the right to award the contract by umbrella program area or as a single contract over all umbrella programs.

This will be a one (1) year contract with four (4) one-year optional renewals for a total of five (5) contract years. The project budget is anticipated to be up to **\$1,326,125.62 annually** for adult services (of which a minimum of \$25,000 will be client fees).

Proposers shall submit FOUR (4) paper copies of the proposal, as well as one (1) digital copy via flash drive, within a single sealed envelope or container. Must be clearly labeled.

Proposals shall be received by **3:00 p.m. Friday, June 02, 2023**, by mail or in-person to:

Laura Yarie
Justice System Coordinator
County Administration
500 Forest Street
Wausau, WI 54403-5568
(715) 261-1191
Laura.Yarie@co.marathon.wi.us

Attendance at the Pre-proposal meeting referenced above is required. The meeting will be held in-person in the Human Resources Conference Room of the Marathon County Courthouse, 500 Forest Street, Wausau, Wisconsin at 11:30 am on May 19, 2023.

All questions should be submitted in writing to Laura Yarie at laura.yarie@co.marathon.wi.us by May 24, 2023, at 11:59 pm CST. Written answers to all questions will be provided to all interested Service Providers and posted on the Marathon County website by 4:30 pm on May 26, 2023.

Any restrictions on the use of data contained within the proposal must be clearly stated in the proposal itself. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to public records law considerations.

Proposals shall remain sealed until the date set forth herein for the deadline as to receipt of proposals.

Proposal Evaluation and Selection

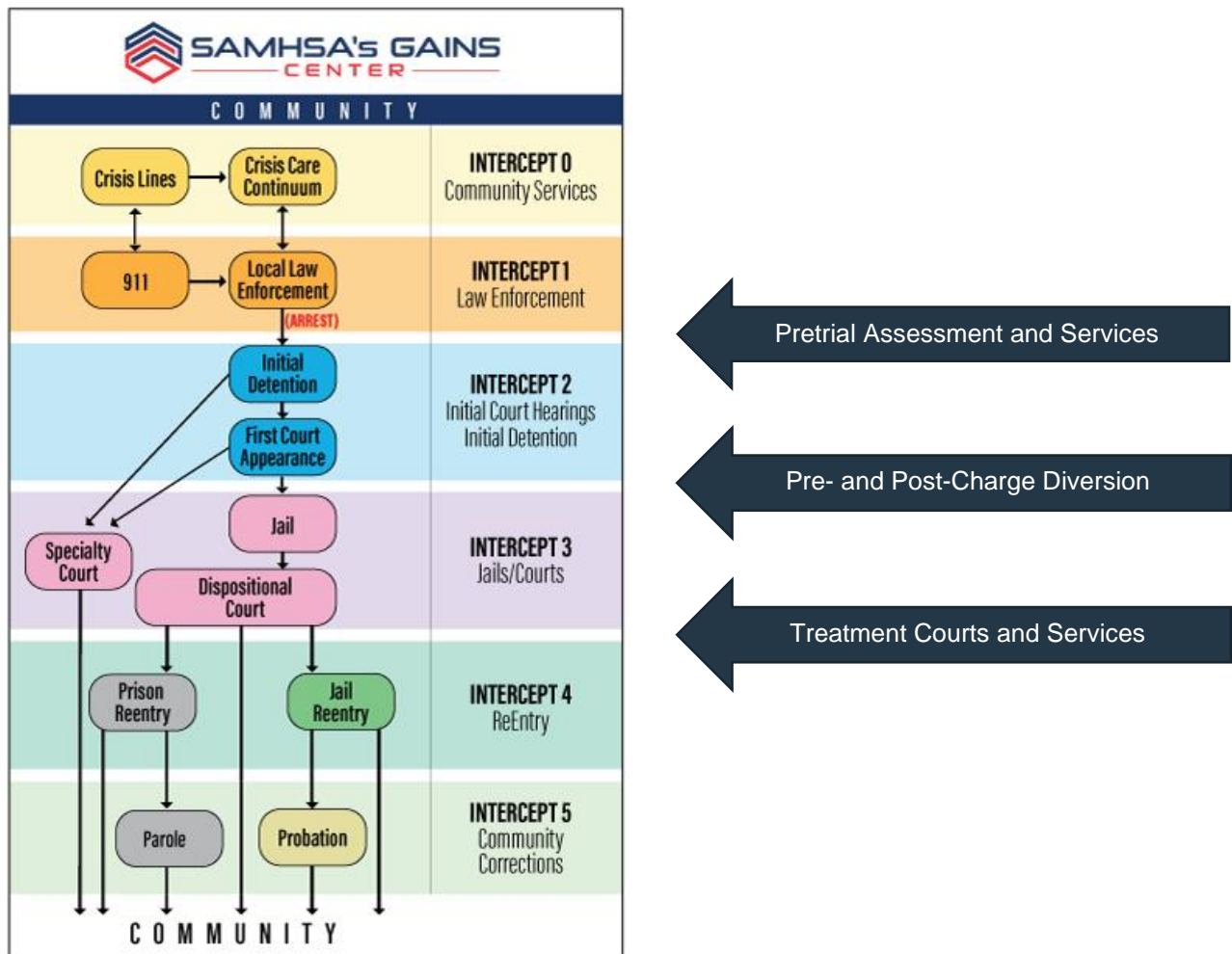
The Purchasing Agent(s) will consider the following criteria in evaluation of the proposals and interview presentation. All program components will be evaluated separately.

1. Past experience and performance of the Service Provider and project team on comparable projects. (20%)
2. Relevant Specialized experience and technical competence of the Service Provider and project team assigned, including any subcontractors and associate firms, as they relate to the specific needs of this project, including County's desire for skilled Key Performance Indicator setting, data collection, and reporting. (15%)
3. Quality of the Programmatic Proposal (35%)
4. Cost/Overall Value of Proposal. (30%)

Scope of Services

This RFP contemplates contracts for services related to three umbrella programs, each of which is currently provided within Marathon County. A more detailed description of the specific programs/services offered in connection with each of the umbrella program areas is provided within Exhibit B, which is attached hereto and incorporated herein as if set forth in full.

All proposers can choose to submit proposals for one, two, or all three programs. Explanation of services must be provided for each area separately. All proposals for Pre- and Post-Charge Diversion and proposals for Treatment Courts and Services must provide for the administration of a risk and need assessment tool on all offenders referred to said programs/services. As described in Exhibit B, County currently provides case management and records software and a risk and needs assessment tool to the contractual provider. In the event County determines that its' current software and assessment tools are superior to those proposed, County reserves the right to require service provider to utilize same.



Pretrial Assessment and Services

This partially grant-funded program assesses in-custody justice-involved individuals for pretrial release via PSA assessments and supervises those who are out in the community on bond. All proposed services must operate according to the State of Wisconsin Pretrial Pilot Operational Guide. All submissions must include how their program will assist participants in successfully complying with all court-ordered conditions.

Pretrial Services	Population
Annual Participants Assessed	1500
Annual Participants Served	400
Average Monthly Caseload	240

Pre- and Post-Charge Diversion Programs

This fully tax-levied program requires innovative and evidence-based case management services for justice-involved individuals who have entered into pre- and post-charge diversion agreements as well as post-plea OWI 2nd and 3rd Safe Street Treatment Options Program. This program also requires completions of system-wide risk and needs assessments. The treatment provider shall also seek barrier reduction to service engagement by participants, including support for individuals without housing or employment. All submissions must include how their program will assist in participants successfully complying with all court-ordered conditions.

Pre- and Post-Charge Diversion	Population
Average Length of Stay	6-12 months
Annual Participants Served	600
Average Monthly Caseload	270

Treatment Courts and Services

This multi-faceted program is partially funded under the Wisconsin Treatment Alternatives and Diversion Program Grant and the Department of Corrections through intergovernmental contract. Marathon County treatment courts require leading-edge, evidence-based assessments and case management of intensive outpatient AODA and mental health assessments for medium to high-risk justice-involved individuals. The treatment provider shall also seek to reduce barriers to service engagement including supporting individuals without housing or employment. All submissions must include how their program will assist participants in complying with all court-ordered conditions and explain how service provider will fulfill current obligations under the intergovernmental contract with the Department of Corrections. Information about the specific obligations under the contract will be provided at the Pre-Proposal Meeting on May 19, 2023.

Treatment Courts and Services	Population
Treatment Courts Annual Served	60
Average Monthly Caseloads	50
DOC Treatment Services Annual Served	250
Average Monthly Caseload	80

Review of Proposals and Award of Project

The County expressly reserves the right:

- In its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, permit the correction of clarification of any proposal, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation.
- Withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon the Service Provider nor obligates the County in any manner. The County reserves the right to award no Agreement and to solicit additional offers at a later date.
- Investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar

services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. The County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

- Seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.
- Cancel or postpone this RFP at any time or to award no contract.

The County will name the apparent successful Proposer in a "Notice of Intent to Award" letter. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract.

Proposer costs of developing the Proposal, cost of attendance at an interview, or any other costs are entirely the responsibility of the Proposer and will not be reimbursed in any manner by the County.

This request for proposals shall be governed by the Marathon County Procurement Code, located within sections 3.01 through 3.14 of the Marathon County General Code of Ordinances. All portions of the Marathon County Procurement Code are incorporated into this request for proposals.

Receipt of proposals and subsequent award of the contract(s) will be governed by the Marathon County Procurement Code (Chapter 3 of the Marathon County Code of Ordinances). Marathon County will enter into discussions with the highest ranked responsible offeror in accordance with Section 3.05(4) of the Procurement Code. The final scope of the project may vary from the proposal depending on needs and resources. If Marathon County is unable to successfully conclude negotiations with the highest ranked responsible proposer(s), negotiations will be held with the next highest ranking responsible proposer(s). The contract shall then be awarded pursuant to Section 3.06 of the Procurement Code to the responsible proposer(s) whose proposal is determined to be the most advantageous to Marathon County taking into consideration past performance, price and the evaluation factors set forth herein. All proposals shall be a matter of public record upon award of the contract.

See Exhibit A for standard contract terms and conditions applicable to a contract with the successful offeror.