



Request for Proposal (RFP)

Monroe County Operating While Intoxicated Court, Case Manager

Company Background

The mission of the Monroe County Justice Department in partnership with the Board of Supervisors is to improve the Justice System through collaborative efforts using a holistic approach that focuses on protecting the community by discouraging crime, embracing the philosophy of restorative justice and encouraging individualized offender-focused interventions while utilizing the Monroe County Coordinating Justice Council in an advisory capacity.

Project Description

The specialized OWI Court Team serving 4th and 5th time offenders in Monroe County operates through a collaborative effort under the auspice of The Most Honorable Judge Todd Ziegler and the supervision of the Monroe County Justice Department Coordinator Peggy Thorsen. The OWI Court Team is seeking to contract case manager services to work with clients as they progress through the program within the 18 to 24 month anticipated participation time. The case manager must be capable of multi-tasking and must possess multiple skills in order to work successfully with a diverse population of OWI offenders. The case manager will be responsible for monitoring the individual progress and compliance of each client through the use of motivational interviewing techniques and various other evidence-based strategies prescribed by the OWI Court Team. The Case management, if provided by an agency shall be consistent (meaning a single case manager provided and not one of frequent change) due to the importance of client trust.

Requirements

4 year degree in social sciences or related field OR 2 year degree in social sciences or related field with 5 or more years' work experience as a Certified Substance Abuse Counselor

Experience working with Alcohol/Drug related clientele

Experience using the COMPAS assessment tool desired; or ability and willingness to be trained to use the COMPAS assessment tool by contractor or contracted service provider

Valid Driver License

Ability to work in group and one-on-one settings with diverse chemically-dependent clientele

Proficiency in use of Word, Excel, PowerPoint, Publisher, Access and Outlook

Case manager may not have a criminal history of alcohol or drug abuse arrests and/or convictions.

Contractor must have a personal liability insurance umbrella with coverage per incident, or contracted service provider/entity must have liability insurance umbrella with coverage per incident.

Technical and Infrastructure Requirements

- Dependable, adequately-insured vehicle
- Laptop computer for portability

Access to or ability to provide on Monroe County office site:

- *Internet*
- *cell phone*
- *fax machine*
- *Word, Excel, PowerPoint, Publisher, Access and Outlook*

Functional Requirements

Case manager duties include but are not limited to the following:

- Assist probation agent with collateral contacts
- Conduct, supervise and maintain accurate and frequent alcohol and other drug testing records through the use of observed Urinalysis and preliminary breath testing while maintaining the chain of custody record when sending in samples for lab confirmation if needed.
- Verify and monitor participant compliance with program and treatment requirements, including employment, driving status, fee payments, fine and cost payments, etc...
- Recommend sanctions and rewards to team
- Attend treatment team meetings and treatment court hearings
- Maintain ongoing communications with team with weekly updates, both verbal and in writing, utilizing team approved process (records shall NOT be moved off site)
- Identify and coordinate services in all major life domains such as: Family Counseling, Employment, Education, Housing, Mental Health, Community Service Work, and other goals set to maintain sobriety etc...
- Gather and input data for evaluator as instructed
- Conduct substance abuse testing, assist in coordinating these efforts as instructed with corrections, law enforcement and bond monitoring by the Monroe County Justice Department Coordinator
- Complete intake and evaluate potential participants for participation in OWI Court through the use of COMPAS assessment tool and at the direction of the Monroe County Justice Department Coordinator
- Assist in the maintenance of confidential OWI court files on site
- Assist with development and maintenance of system for program data collection and storage

Assumptions and Agreements

- Submitted proposals will not be returned and shall be subject to open records request
- Monroe County reserves the right to dismiss any or all proposal for any reason
- Proposal must acknowledge that the case manager duties and functions will be performed in Sparta, WI and that it is understood that there may be frequent travel throughout Monroe County; therefore the proposal must include the mileage reimbursement rate expected (actual mileage reimbursement shall be approved and paid monthly)
- Bid must stipulate that the case manager will attend OWI staff meetings as scheduled. OWI Court is scheduled on Wednesdays from 2:00–5:00 P.M., with Wednesday a.m., Monday, Tuesday, Thursday and Friday being designated as office/client hours. Duties to be performed at the Monroe County Justice Dept. Building presently located at 128 S. Water St., Suite B, Sparta WI 54656. Duties to be performed include, but are not limited to meeting with clients for intake, check-ins, updates, and to prepare all necessary paperwork to maintain stationary, permanent records when out completing house/work/home checks.
- Case manager must provide own transportation and is responsible for all associated costs of maintenance of that vehicle, must have adequate insurance coverage and possess a valid Drivers License (actual mileage will be reimbursed at the agreed upon rate per mile)
- Bid must be cost inclusive and include entire cost of providing total case management to the OWI Court for Monroe County, including:
 - Salary paid to contracted employee or agency providing a single case manager
 - Administrative % charged and all other overhead costs clearly disclosed in detail
 - Employee benefits costs if offered
 - Any other fees attached to contract for any reason (unemployment benefits, cost of meals etc...
- Bid must recognize starting place of work to be the Monroe County Justice Center Building located at 128 S. Water St., Suite B, Sparta WI 54656 and work hours of Monday through Friday, 8 am – 4:30 pm, with some evening work required/flexibility
- Project start date 2.20.2012 - 2.29.2012
- Project end date: 12.31.2012 with potential for renewal 30 days prior to end of contract.
- Bid must state anticipated start date of assigned case manager (case manager services may not be a rotation of individuals as stability is of primary concern for case management).
- Project not to exceed \$60,000 annually (based on 12 months work)

Submission Information

All submissions or proposals must be received by 3 P.M. on or before **2.8.2012**

To: Peggy Thorson, 128 S. Water, St., Suite B, Sparta WI 54656 Tel # 608-269-8797

For Additional Information or

Clarifications submit inquiries in writing to:

Peggy Thorson, Monroe County Justice Dept. Coordinator at 608-269-8797

128 S. Water St., Suite B, Sparta WI 54656

Or Judge Todd Ziegler at

112 S. Court St., Sparta WI 54656 Tel # 608-269-8700

Basis for Award of Contract

1. Service Provider's past experience and performance similar type project(s). (15%)
2. Three current professional references for case management work (5%)
3. Quality and content of the written proposal. (5%)
4. Expertise of the Service Provider as they relate to the specific needs of this project. (10%)
5. Familiarity of the Service Provider with local criminal justice systems and the type of problems and alternatives applicable to this project. (20%)
6. Ability to begin satisfactory delivery of services in the necessary time frame. (10%)
7. Cost. (35%)

1. Quality of Service

2. 3 Professional References

3. Cost for 30 hours of Case Management

4. Cost for 40 hours of Case Management

Anticipated Selection Schedule

All requests to be sealed and opened by County Administrator and Peggy Thorson