



Request for Proposal (RFP)
for
County of Monroe, Wisconsin
Monroe County Justice Programs Drug Court
AODA and Mental Health Service Provider RFP

Proposals must be received no later than
3:00 p.m. February 24th, 2020.

SPECIAL INSTRUCTIONS:

1. Vendors must submit four (4) copies of all materials/proposals.

Label the lower left corner of proposals as follows:

Vendor's name and address:

Vendor's email address:

Proposal Title: Drug Court AODA and Mental Health Service Provider RFP

2. Vendor Conference will be held on:

Friday, February 14th, 2020 at

Justice Center: Monroe County Board Assembly Room

1st floor Room #1200

112 S. Court Street, Sparta, WI 54656

*(Please use the South Parking Lot/Oak Street Entrance)

Please make an appointment for a specific time by Monday, February 10th, 2020.

Monroe County will provide reasonable accommodations for the vendor conference upon request. If you need accommodations at the vendor conference, contact Purchase & Procurement Coordinator Ally Rudie at 608-269-8006 or ally.rudie@co.monroe.wi.us.

3. Deliver Proposal on or before February 24th 2020, by 3:00 p.m. to

Monroe County Purchase & Procurement Coordinator

Attn: Ally Rudie

124 North Court Street

Sparta, WI 54656

608-269-8006

ally.rudie@co.monroe.wi.us

4. Clarifications and/or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be received in writing by mail or e-mail on or before February 17th, 2020. Send inquiries to:

Monroe County Purchase & Procurement Coordinator
Attn: Ally Rudie
124 North Court Street
Sparta, WI 54656
608-269-8006
ally.rudie@co.monroe.wi.us

Providers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the process. If a provider discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the provider should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be provided via email to all known interested parties. Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

5. Final award decision anticipated by March 9th, 2020, with an estimated contract start date of March 10th, 2020.

LATE, FAXED, EMAILED AND/OR UNSIGNED PROPOSALS WILL BE REJECTED.

Calendar of Events

January 9, 2020	Release date of RFP
February 10, 2020	Deadline to make an appointment to present at the Vendor Conference
February 14, 2020	Vendor Conference - must have made an appointment by 02/10/20 to attend. Located Monroe County Board Assembly Room 1 st floor Room #1200 112 S. Court Street, Sparta, WI 54656 (Please use the South Parking Lot/Oak Street Entrance)
February 17, 2020	Questions on RFP due to County
February 24, 2020	Proposals due from vendors, receipt at 3:00 pm
March 9, 2020	Anticipated Final Decision and Approval
March 10, 2020	Anticipated start date of contract for AODA and Mental Health Service Provider
December 31, 2020	Anticipated end date of contract.

1. Purchasing and Approving of RFP

All RFP and presentations will be made available to the Monroe County Purchase & Procurement Coordinator, Justice Programs Coordinator, Justice Programs Assistant Coordinator, Drug Court Circuit Court Judge, and other approved Monroe County employees.

The contract resulting from this RFP will be signed and approved by the Monroe County Administrator.

1.1 Introduction and Background

The purpose of this document is to provide interested parties with information to allow them to prepare and submit a proposal to provide a Drug Court AODA and Mental Health Service Provider.

Monroe County Drug Court was awarded \$55,200 in a grant to be used towards an AODA and Mental Health Service Provider in 2020. The Monroe County Justice Program's office is the main account and point of contact for any questions after contract is approved.

1.2 Contract Terms

The Contract shall be effective from date of new contract (anticipated by March 10, 2020 until December 31, 2020).

- Vendors need to be able to create a separate billing account for Monroe County Justice Program.
- \$55,200 is the maximum funding that Monroe County can pay the vendor who is awarded this contract for services in 2020.
- Vendor will be required to accomplish all the requirements listed in this RFP without assistance from Monroe County. Not limited to but for example, Monroe County will not be providing any work space, office supplies, or employees to assist in proving the AODA and mental health services listed in this RFP.
- The purchase of service contract by written agreement between the parties, shall be binding when fully executed by the parties. Vendor responses to the RFP will be incorporated by reference in each written agreement and will become an integrated part of each final contract.
- Any startup costs need to be reflected in the RFP.

1.3 Public View of the Proposals

To the extent permitted by law, it is the intention of Monroe County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Monroe County. At that time, all proposals will be available for review in accordance with the Wisconsin Public Records Law.

1.4 Incurring Costs

Monroe County is not liable for any cost incurred by vendors in replying to this RFP.

1.5 Preparing and Submitting a Proposal

The evaluation and selection of a provider and the contract will be based on the information submitted in the provider's proposal, any required vendor interviews and demonstrations of what services they can provide as part of the AODA and Drug Court AODA and Mental Health Service Provider RFP. Failure to respond to each of the requirements in the RFP may deem the proposer non-responsive.

If a vendor cannot meet a specific requirement in this RFP, the vendor is allowed to use strikethrough in the RFP. If a vendor uses strikethrough they must also highlight the font in red and add a written explanation. This explanation may include that the vendor isn't able to provide that requirement in their proposal. Or the vendor can use strikethrough with an explanation of an alternative proposal that would be provided instead of the language that was struck out. Monroe County understands that all the obligations required in this RFP may not be financially feasible for a vendor to meet with the maximum budget of \$55,200.

1.6 Evaluation Criteria

- AODA and Mental Health Services
- Attendance at Drug Court
- Financial Cost
- Start date of services
- Continuity of Services

1.7 Evaluation Scoring

The evaluation team, consisting of the Monroe County Purchase & Procurement Coordinator, Justice Programs Coordinator, Justice Programs Assistant Coordinator, Drug Court Circuit Court Judge, and other approved employees of Monroe County, for all RFPs will award the contract based on how a vendor does in the evaluation criteria listed in 1.6.

Monroe County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

Monroe County reserves the right to re-issue any solicitations.

Upon the selection of the finalist provider, Monroe County by its proper officials or employees shall attempt to negotiate and reach a final agreement with this provider. If Monroe County, for any reason, is unable to reach a final agreement with this provider; Monroe County reserves the right to reject such provider and negotiate a final agreement with the provider who has the next most viable proposal or bid. Monroe County may also elect to reject all proposals and re-issue a RFP.

Clarification of proposals: Monroe County reserves the right to obtain clarification of any point in a provider's proposal or obtain additional information.

Monroe County is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of Monroe County.

Monroe County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of Monroe County.

Monroe County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the provider.

2.0 AODA and Mental Health Services

- The vendor shall provide a treatment professional capable of, and licensed for, delivery of both AODA and mental health services.
- Vendor should include in their RFP the license and credential information of the treatment professional.

2.1 Group

- The vendor shall provide a licensed treatment professional to arrange and facilitate a weekly group for drug court participants based on the Matrix model. Vendor shall explain how their group curriculum and other aspects of the group follow the Matrix model.
- This group would meet a minimum of two times a week at a location provided by the vendor.
- The weekly group sessions will total at least 9 hours per week. Group may be canceled due to unforeseen weather or other emergency situations. However, the vendor should create a contingency plan so canceled group sessions are minimum.
- Vendor should include in their RFP their ideal and maximum group size.
- Vendor shall not have group sessions on Wednesdays that conflict with previously scheduled Drug Court sessions.

2.2 Individual Counseling

- The vendor shall provide a representative that can provide a minimum of one hour of individual counseling each week to each drug court participant in group.
- Vendor should include in their RFP their ideal and maximum individual counseling case load.
- Vendor shall not have individual counseling sessions on Wednesdays during times that would create a conflict with the bi weekly treatment court sessions.

2.3 Miscellaneous Services

- Between group and individual counseling, the goal is to provide each participant 200 hours of treatment prior to the participant's graduation from the Drug Court. The provider will have discretion to lower this requirement of 200 hours based on the client's recommended treatment per their AODA assessment. If an additional AODA assessment is required by the vendor, Monroe County requests this additional assessment be included in the cost.
- The content of treatment provided at group and during individual counseling need to be based off the Matrix Model. The Matrix Model is presented in many different ways in the various treatment groups/individual counseling provided by various vendors.
- Each RFP should include a detailed explanation of how their group and individual counseling aligns with the many different therapeutic styles and psychological orientations of the model. Additionally, evidence of the approaches effectiveness in meeting the needs of the drug court population in this region should be provided. Please include the groups planned topics and sequencing for each session and phase of treatment.

3.0 Attendance at Drug Court

- The vendor would be required to have a representative attend Drug Court Staffing 2pm-3:15pm and Drug Court 3:15pm-4:30pm (occur every other week) and at team meetings the first Wednesday of the month without a court session.
- The Vendor would provide an office space, at an outside location for the AODA and Mental Health Service Provider to use.

4.0 Financial Costs

- This contract has a maximum budget of \$55,200.
- Many of the drug court participants will likely already be enrolled in Badgercare or some other form of health insurance prior to being placed into Drug Court. The vendor may work with billing the drug court participant's insurance company to help with funding. Monroe County will not be involved with assisting the vendor in billing any insurance company to help with funding.
- Please submit costs to provide services as outlined in this RFP for an anticipated contract start date of March 10th, 2020 and end date of December 31st, 2020.

5.0 Start date of services

- The earliest anticipated start date for a vendor to start all of the services listed in this RFP would be March 10, 2020.

6.0 Continuity of Services

- RFP should include a plan for maintaining continuity of services in the event that employee/provider terminates their employment with the agency holding the contract before it has been completed.