

RFP #A9018

Alcohol and Other Drug Abuse Jail Diversion Case Management

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed City-County Consolidated Application or County Short Form Application and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at:

<http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling.

II. Scope of the Project:

A. Project Description:

Case management is intended to enable clients and when appropriate clients' families to gain access to and receive a full range of appropriate services in a planned, coordinated, efficient, and effective manner. Case managers are responsible for locating, managing, coordinating, and monitoring all services and informal community supports needed by clients and their families. Services may include, but are not limited to: assessment/diagnosis; case planning, monitoring and review; advocacy; and referral. The current contractor offers counseling and education services as part of its case management services. The County reserves the right to negotiate one contract with one applicant, or to negotiate multiple contracts with one or more applicants in order to best meet the needs outlined in this RFP.

B. Objectives:

The following are the program goals:

- a. To avoid and/or reduce jail time;
- b. To reduce jail recidivism; and
- c. To help develop a better understanding of the particular problems and issues that cause over-representation of African American offenders in the Dane County jail and strategies to reduce those causes.

The program will achieve its goals through intensive case management, education and counseling services and through the development of effective working relationships with the various entities of the criminal justice and the human services systems.

C. Needs/Expectations:

1. Provide a thorough description of your case management program including any supportive services offered as part of case management.

2. The County expects the provider(s) to indicate the evidence-based service/practice that is to be implemented with this program and the provider's experience with this approach.
3. The County expects that the provider(s) demonstrate the ability to provide service that is culturally competent for the population to be served.
4. The County expects that the provider(s) demonstrate the infrastructure and the capacity to participate with and actively engage in teams to support an individual's recovery.

D. Current Operations:

Thomas & Associates. In 2007, 31 clients were seen and 1,508 Units of Service (Hours) were reported.

E. Maximum funding available for this project is \$30,182.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

- A. New applicants to a program are required to submit 3 references. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated.
- B. Collaborative Relationships: Describe any significant collaboration with other agencies/institutions that routinely contribute to your program's success. Include agencies that formally refer clients, provide complementary services or with which you have contractual agreements or share resources.
- C. Quality Assurance and Improvement: What mechanisms or processes are you using to assure the achievement of the outcomes you have identified under "Program Activities"?
- D. Under "Program Activities" (County Short Form Application, p. 2), describe your program's capacity to meet the Needs and Expectations described in Section II, C, 1-4 above. Also in this section, indicate the number of clients and the number of units of service your program is proposing to provide. This information will be combined with the total amount requested by the applicant under "Program Budget" (County Short Form Application, p. 12) to determine an applicant's unit rate as proposals are scored. Applicants may submit up to two additional pages under "Program Activities".

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

Program Activities (Consolidated Application, Program Description, p. 3, E. or County Short Form Application, p. 2)	45%
Quality assurance and quality improvement practices (RFP Section III. C.)	20%
Experience and qualifications (Consolidated Application, Organizational Profile, p. 1 or County Short Form Application, p. 4)	25%
Program budget (Consolidated Application or County Short Form Application, Appendix A.)	10%

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Todd Campbell
Phone: (608) 242-6488
E-Mail: campbell.todd@co.dane.wi.us

VI. Timeline

Consolidated Application Workshop and date of issue of the application:

May 1, 2008
2:00 PM to 3:15 PM
Warner Park Community Center
1625 Northport Drive

May 2, 2008
9:00 AM to 10:15 AM
Madison Senior Center
330 W. Mifflin Street

Application due from vendors: June 6, 2008, 12 noon
Notification of intent to award (est.): July 30, 2008

Your completed proposal should include the following:

- 1) A completed County Short Form application**
- 2) Additional information requested in Section III above.**

Submit your completed proposal to:
Dane County Human Services
Attn: RFP #A9018
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than June 6, 2008, 12 noon.