

**RFP #A1005  
COURT ORDERED EVALUATIONS–  
CHAPTER 51, 54 AND 55**

**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:

SPC 301 - Court Intake & Studies

The provision of services essential to the development of reports and recommendations for the court as required under Chapters 51, 54 and 55 of the Wisconsin State Statutes. Services may include, but are not limited to: assessment/diagnosis, case planning, monitoring, and review. Includes Chapter 51 commitment evaluations other than those done by inpatient facilities.

B. Objectives:

The goal of this program is to provide written comprehensive, multi-disciplinary evaluations to identify the most clinically appropriate and least restrictive placement and or service for individuals referred by Dane County Probate Court for the purpose of making and reviewing protective service and protective placement determinations under Wisconsin State Statutes Chapters 54 and 55.

The types of services to be provided under this program include:

- A comprehensive, multi-disciplinary evaluation that reviews all available resources regarding the consumer's medical, social, and psychiatric status in order to provide an objective written evaluation of the consumer's functioning
- Interviews with the consumer and collaterals as a part of the review and evaluation
- Recommendations on the least restrictive rehabilitative placement and/or services consistent with the consumer's needs;
- Consideration of all available resources in the development of recommendations to the courts
- Consultations with Dane County Probate Court, attorneys, Corporation Counsel and the Adult Community Services Division of Dane County's Department of Human Services
- Court testimony as required by the courts

For Chapter 51 civil commitment evaluations, the goal is to provide a timely accurate evaluation regarding dangerousness, mental illness and the need for medications.

C. Needs/Expectations:

It is expected that this program will provide at least seventeen (17) Pre-Chapter 55 and forty-five (45) Chapter 55 multidisciplinary reports as well as eight hundred and eighty (880) civil commitment evaluations annually. In order to successfully assign this number of evaluations, it is essential that this program hire, train, supervise and maintain a pool of evaluators to ensure the capacity to provide multidisciplinary evaluations in a timely fashion. Evaluators may be your agency's employees or independent professionals under contract with your agency. It is expected that all evaluations will be completed by professionals whose credentials and integrity will withstand courtroom reviews. The program must also have adequate administrative support to ensure timely evaluator assignment. Lastly, quality assurance is a critical element of this program. There must be ongoing mechanisms in place to review the quality, timeliness and cost effectiveness of completed reports/evaluations. The provider is responsible for completing these reports/evaluations within the court's required timeframe.

It is expected that the program will maintain communication and ensure service coordination with Dane County staff, courts, consumers, attorneys, providers, and others participating in or affected by the Chapter 54/55/51 court processes and the multidisciplinary reports and civil commitment evaluations.

The provider will conduct a survey once every two years (2) of the Dane County Probate Court, attorneys, Corporation Counsel and the Adult Community Services Division of the Department of Human Services to determine satisfaction with the services provided under this contract.

D. Current Operations:

Currently, the Mental Health Center of Dane County operates the Court Ordered Evaluation Program and the Clinical Assessment Unit. About seventy-five percent (75%) of the total number of multidisciplinary reports are completed internally with the remainder being outsourced to a pool of independent professionals. The pre-Chapter 55 report averages 6.6 hours, whereas the Chapter 55 report averages 20.2 hours.

The reverse is true of the Chapter 51 evaluations, with eighty eight percent (88%) being completed by professionals external to the agency. The Chapter 51 evaluation averages 9.2 hours staff time, which includes direct, indirect and time for writing the evaluation.

E. Maximum funding available for this project is \$437,973.

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):

**New applicants to this program must complete A – C. If you are a current provider of this program proceed to D.**

- A. Submit 3 references. References should be specific to the service offered. References should be from agencies, mental health professionals, court officials or others with whom you have done business or with whom you have collaborated.
- B. Include your agency’s mission statement. Also provide resumes of key staff and copy(s) of licenses, if applicable.
- C. If this is an existing program for your agency, please provide information of the demographics of your participants. If this is a new program for your agency what are your expectations of the participants’ demographics when the program is up and fully operational.
- D. Additional pages: The proposer may use up to **10** additional pages for program description, program activities, etc.
- E. Describe how your agency will develop and maintain a diverse pool of highly competent physicians, psychologists, and other evaluation specialists representing the widest possible range of areas of clinical expertise.
- F. Quality Assurance and Improvement: What mechanisms or processes are you using to assure the achievement of the outcomes you have identified under “Program Activities”? Describe the mechanisms that will be employed to ensure quality of service, cost effectiveness, and timely submission of reports required by the courts. Describe the typical turnaround process from notification to final report, average number of days from initial referral to submission of the court report for each kind of evaluation and report, average number of clinician hours to complete each kind of evaluation and report, percentage of each kind of evaluation and report completed internally and externally, and how decisions are made regarding the use of an internal or external evaluator.

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

<b>Program Activities</b> (County Short Form Application, p. 2)	30%
<b>Quality assurance and quality improvement practices</b> (RFP Section III. A-F or D-F as appropriate)	35%
<b>Experience and qualifications</b> (County Short Form Application, p. 4)	25%
<b>Program budget</b> (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:** Mary Grabot, Adult Mental Health Community Service Manager  
**Phone:** 608-242-6484  
**E-Mail:** grabot@co.dane.wi.us

**VI. Timeline**

Application Workshop:

April 16, 2009  
11 a.m. – 12 noon  
Dane County Job Center Office, Ballroom  
1819 Aberg Avenue

Application due from vendors: May 29, 2009, 12 noon  
Notification of intent to award (est.): July 30, 2009

**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 # A1005**  
**1202 Northport Drive**  
**Madison, Wisconsin 53704**

**Proposals are due no later than May 29, 2009, 12 noon.**