

HUMAN SERVICES AND HEALTH DEPARTMENT



REQUEST FOR PROPOSAL ELECTRONIC MONITORING PROGRAM & DRUGS SCREENS

Return To: Terrance Deal
Date Due: July 21, 2010

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1. Schedule of events

- RFP release date: July 1, 2010
- Proposal due date: July 21, 2010 at 4:30 p.m. Proposed to Terry Deal at 199 Home Road, Juneau, WI 53039.
- Proposal opening date/time: July 26, 2010 at 10:00 a.m.
- Evaluation period: July 26 - August 4, 2010
- Anticipated contract award start date: January 1, 2011

2. General Information

The intent of this RFP is to solicit competitive, sealed, proposals to establish a contract for the management and services of an electronic monitoring program for the juvenile justice population and drug screening for JJ and CPS adults of Dodge County Human Services and Health Department.

Electronic monitoring is one of the tools used to provide supervision to juvenile delinquents referred to the Dodge County Human Services and Health Department. Electronic monitoring consists of placing an ankle bracelet on the juvenile, programming the juvenile's allowable daily schedule into the computer application which will then alert the contractor to any violations of that schedule. The provider will then communicate any violations to the assigned worker of the Department of Human Services and Health Department. Electronic monitoring provides additional supervision to juveniles on temporary physical custody orders, ongoing delinquency orders and is also utilized for sanctions.

The electronic monitoring services includes providing equipment (cellular units) and 24/7 monitoring as well as enrollment, installation and daily scheduling for all offenders (up to 10) enrolled in the program. The program will enable designated juvenile offenders to be electronically monitored verifying compliance with terms of house confinement. Services include but are not limited to: juvenile offender enrollment, equipment installation, daily scheduling, school contacts, and equipment trouble shooting. Contracted vendor will provide monitoring equipment.

Successful vendor will shelf a sufficient stock of electronic monitoring equipment and supplies to provide for immediate installation as directed by court order of the Dodge County juvenile justice workers. Units will be maintained and guaranteed by the provider. Provider will pay for the insurance or costs associated for replacing lost, stolen, or damaged units.

Successful vendor will provide staffing of at least 20 hours per week plus 24/7 crisis coverage to the department. The vendor will maintain sound personnel policies to minimize personnel turnover which would adversely affect the delivery or service.

Random drug screening is another tool utilized to provide supervision to both juvenile delinquents and adults that are alleged or adjudicated in the child protective services area.

Successful vendor will provide 22 screens a month with a cost differential for any drug screen where the juvenile or adult provided the sample on site and there was no travel expense. Additionally, the vendor will provide one SCRAM unit for 180 days of the year.

The proposer is required to invoice Dodge County Human Services and Health Department by the 20th of each month for the service used the previous month. The proposer will provide an itemized bill detailing the specific costs of the program including equipment cost, staff cost, rent, overhead and administration cost.

The department anticipates executing contracts with selected proposers beginning on January 1, 2011 through December 31, 2011 with up to a two year extension at the sole discretion of the department.

3. Vendor Requirements

The vendor will be required to sign a standard Dodge County purchase of contract and provide all the supporting documentations required for such a contract. The provider must have qualified and trained staffed with sufficient back-up personnel to successfully complete the contract requirements. The provider must have adequate financial resources to establish services and maintain personnel and supplies to successfully perform the contract.

The vendor shall describe their agency's organization structure and explain how it qualifies to meet the requirements of this RFP?

The vendor shall describe their agency's staff qualifications and experience providing similar services or goods as required in this RFP?

Proposer should provide references for which the agency provides similar services.

4. Cost Proposal

Provider will submit a cost proposal along with their written proposal.

5. Method of Evaluation and Award

An evaluation team composed of representatives of the department will review the proposals. The criteria listed below will be used to evaluate proposals for the purpose of making them in relative position based on how fully each proposal meets the requirement of the RFP.

Evaluation Criteria:

1. Vendor requirements
2. Managerial and staff capacity
3. Past performance/experience
4. Key personnel
5. Other
6. Cost

6. Discussions and Best and Final Offers

The department may, on its sole discretion, either accept an interested provider's initial proposal by award of a contract or enter into discussions with said providers whose proposals are deemed to be reasonably susceptible of being considered for award. After discussions are concluded a provider may be allowed to submit a "Best and Final Offer" for consideration. The department, may in its best interest, elect to enter into negotiations with the apparent low and responsive and responsible bidder.