

HUMAN SERVICES AND HEALTH DEPARTMENT



REQUEST FOR PROPOSAL MENTORSHIP PROGRAM

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, 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 service of a mentorship program for Dodge County youths supervised through the Dodge County Human Services and Health Department.

Youth mentoring is the process of matching mentors with young people who need or want a caring, or responsible adult in their lives. Adult mentors are usually unrelated to the child or teen and work as a volunteer through a community, school, or church based social services program. Although informal mentoring relationships exist, formal high quality mentoring matches made through local or state mentoring organizations are often the most effective.

The classic definition of mentoring is of an older experienced guide who is acceptable to the young person and who can help ease a transition to adulthood by a mix of support and challenge. In this sense it is a developmental relationship in which the young person is inducted into the world of adulthood.

The service includes: providing recruitment, hiring, and matching of mentors for up to 10 youths at all times that are referred from the Dodge County Human Services and Health Department. The provider will provide a diligent background check on each proposed mentor that will include a caregiver background check, CCAP and sex offender registration data base. Mentors are expected to spend between 10-15 hours per month with their assigned mentee. The mentor will provide the assigned social worker monthly updates via email or phone and will also be required every six months to provide a written summary of their service.

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 cost of the program including equipment cost, staff cost, rent, overhead and administrative cost.

3. Vendor Requirements

The provider 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 be 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.