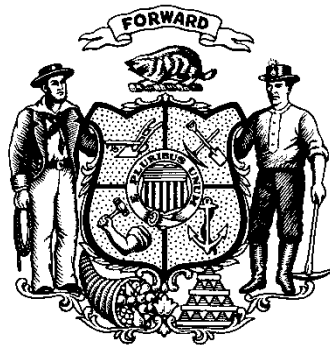


GRANT REQUEST FOR PROPOSAL

STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES



RFP # G1695 DMHSAS-CB

Prisoner Reintegration Program

PROPOSALS MUST BE RECEIVED BY 4:30 PM CT [June 25, 2013](#)

**LATE PROPOSALS WILL BE REJECTED
FAXED PROPOSALS WILL NOT BE ACCEPTED
THE STATE RESERVES RIGHT TO REJECT ANY AND ALL PROPOSALS**

TABLE OF CONTENTS

1.0 GENERAL INFORMATION4

1.1 Introduction and Background4

1.2 Scope of the Project5

1.3 Procuring and Contracting Agency.....5

1.4 Definitions.....6

1.5 Clarification and/or Revision to the Specifications and Requirements7

1.6 Contract Quantities / New or Deleted Items8

1.7 Reasonable Accommodations.....8

1.8 Calendar of Events.....9

1.9 Contract Term and Available Funding9

1.10 Retention of Rights10

1.11 Who May Submit an Application10

1.12 Proprietary Information11

1.13 Capital Equipment11

1.14 News Releases11

2.0 PREPARING AND SUBMITTING A PROPOSAL.....11

2.1 General Instructions11

2.2 Proposal Organization and Format12

2.3 Multiple Proposals14

2.4 Withdrawal of Proposals.....14

2.5 Notice of Intent to Apply15

3.0 MANDATORY REQUIREMENTS.....15

3.1 Proposal Format15

3.2 Use of Liaisons15

3.3 Use of Mentors.....16

3.4 Electronic Data Base/Spreadsheet16

3.5 Validated Risk and Needs Assessment.....16

3.6 Experience with Public Mental Health and Substance Abuse Services16

3.7 Referrals to Certified Behavioral Health Providers16

3.8 Patient’s/Client’s Rights Policy16

3.9 Security of Electronic Data.....16

3.10 Affirmative Action.....17

3.11 Tobacco Smoke Free Environment.....17

3.12 Non-Discrimination Against Employees or Applicants for Employment17

3.13	Privacy and Confidentiality	17
3.14	Staff Selection Policy.....	18
4.0	PROPOSAL SELECTION AND AWARD PROCESS	18
4.1	Preliminary Evaluation	18
4.2	Proposal Scoring	18
4.3	Proposal Evaluation Criteria	18
4.4	Notification of Intent to Pursue Contract Negotiations	19
4.5	Right to Reject Proposals and Negotiate Agreement Terms	19
4.6	Letters of Support	20
5.0	PROPOSER INFORMATIONAL SECTIONS.....	20
5.1	Problem/Need Statement	20
5.2	Target Population.....	20
5.3	Program Design and Methodology	20
5.4	Innovative/Evidenced Based Strategies.....	21
5.5	Organizational Experience and Capacity	22
5.6	Care Coordination and Service Delivery	22
5.7	Goals, Objectives and Performance Expectations	22
5.8	Work Plan	22
5.9	Reporting, Performance Measurement & Quality Improvement.....	23
6.0	TECHNICAL RESPONSE SECTION	24
6.1	Problem/Need Statement	24
6.2	Target Population.....	24
6.3	Program Design and Methodology	25
6.4	Innovative/Evidenced Based Strategies.....	26
6.5	Organizational Experience and Capacity	26
6.6	Care Coordination and Service Delivery	27
6.7	Goals, Objectives and Performance Expectations	28
6.8	Work Plan	28
6.9	Reporting, Performance Measurement & Quality Improvement.....	28
7.0	PROJECT BUDGET	29
8.0	REQUIRED FORMS.....	30
8.1	Vendor Information	30

1.0 GENERAL INFORMATION

1.1 Introduction and Background

This Request for Proposal (RFP) is to solicit proposals designed to address the multiple needs of offenders and assist them with the transition from incarceration back to their communities. Funds for this project were originally authorized under 1991 Act 39, section 46.48 (8), titled "Prisoner Reintegration Program". Under this authorization, Wisconsin Department of Health Services funds services designed to assist persons who are Milwaukee County residents become productive members of the Milwaukee community following their release from incarceration.

Persons who are returning to their community following incarceration face a range of behavioral, social, economic and personal challenges that tend to be obstacles to their success in living a crime free lifestyle and remaining in the community. Some of these challenges include substance abuse and/or mental health disorders, physical health needs, social isolation, marginalization, physical or emotional abuse, poor employment or unemployment, and involvement in a criminal lifestyle that began at an early age. Many have skills deficits that make it difficult for them to compete and succeed in the community: poor inter-personal skills, low levels of formal education, illiteracy or innumeracy, poor cognitive or emotional functioning, and/or a lack of planning and financial management skills. They also face practical challenges at the time of their release, including finding suitable accommodation with very limited means, managing financially with little or no savings until they begin to earn some lawful remuneration, accessing a range of everyday necessities, and accessing services and support for their specific needs.

Target Population

The Proposer's target groups must include serving prisoners that comply with the definition in this RFP (section 1.3). Individuals served by this program must be adults age 18 and older and be Milwaukee County residents who are returning to Milwaukee County to reside after their release from prison or jail. Proposers are encouraged to develop projects that include both men and women.

Program Goals

1. Identify eligible participants based on risk of reoffending
2. Reduce barriers to successful reintegration by addressing the identified risks and needs of offenders using evidenced based strategies.
3. Improve continuity between pre and post-release services
4. Reduce recidivism of program participants
5. Develop sustainable systems of care and support in the community

1.2 Scope of the Program

Reintegration programming involves a comprehensive approach to assist persons in preparing for their release from incarceration by helping them acquire the life skills needed to succeed in the community. Proposals should be multidimensional, addressing substance use and mental health disorders, criminal lifestyle and values, antisocial behaviors, and other factors that influence continued criminality. Proposals should address the personal challenges of program participants, and establish sustainable systems of care and support through the establishment of necessary contacts and relationships in the community. Interventions provided under this program will need to demonstrate the use of evidence based strategies for criminal justice populations, such as, cognitive behavioral, contingency management, motivational interviewing and use the validated tools that measure the criminogenic risks and needs to incorporate the following components:

- 1.2.1 Initial reentry services to address the more practical and short term needs of persons releasing back to the community such as housing, access to daily necessities, transportation, child care, health care, employment, treatment referrals and emotional support.
- 1.2.2 Long term reintegration services that focus on the critical areas linked to a person's ability to become a permanently productive community member. These interventions focus on skill development, planning and linkage to services that are related to education, employment, housing, financial management, substance abuse, mental health, health care, trauma, family/relationships, parenting, social networks, cognitive skills and attitudes, and emotional functioning and problem solving.

Since many incarcerated individuals return to the community with little to no long-term support and may have no one to provide guidance through their transition to the community, this grant requires that all proposals provide a program, which includes, at a minimum, all of the following:

- 1.2.3 The use of liaisons to meet with prospective program participants to provide information about the program and to assist program participants, prior to their release, in planning for and obtaining housing, employment, education and treatment, they will need upon release.
- 1.2.4 The use of mentors to assist participants in their reintegration into the community.

1.3 Procuring and Contracting Agency

The Department of Health Services, Division of Mental Health and Substance Abuse Services issued this RFP. DMHSAS will administer any contract resulting from this RFP. The Contract Administrator will be:

Lila Schmidt
Criminal Justice Coordinator
Department of Health Services
Division of Mental Health and Substance Abuse Services
1 W. Wilson Street, Room 850
Madison, WI 53704

1.4 Definitions

Throughout the RFP, the following terms are defined as:

1. **Behavioral Health**: Substance Abuse or Mental Health
2. **Criminogenic**: Producing or tending to produce crime or criminality.
3. **Department / DHS**: the Wisconsin Department of Health Services.
4. **Division / DMHSAS**: the Division of Mental Health and Substance Abuse Services that administers mental health and substance abuse policy in Wisconsin.
5. **DOA**: the Wisconsin Department of Administration.
6. **Evidenced Based Strategies**: are strategies which have been empirically researched and proven to have measurable positive outcomes and are put into operational practice for services and programs.
7. **HIPAA**: the Health Insurance Portability and Accountability Act of 1996.
8. **Liaison**: A person who functions as a link to assist communication, contact, or cooperation between groups of people or organizations so that they understand each other and work well together.
9. **Mentor**: A person who provides influential support, counseling and motivation towards reaching attainable goals. A mentor provides influence in life and a positive contact to assist the inmate upon release to the community and enhance personal growth through the sharing of experiences and wisdom and offer a framework for teaching and modeling values and life skills.
10. **Prisoner**: means any person who is either arrested, incarcerated, imprisoned, or otherwise detained in excess of 12 hours by any law enforcement agency of this state, except when detention is pursuant to s. [55.06 \(11\) \(a\)](#), 2003 stats., or s. [51.15](#), [51.20](#), [51.45 \(11\) \(b\)](#), or [55.135](#) or ch. [980](#). "Prisoner" does not include any of the following:
 - (a) Any person who is serving a sentence of detention under s. [973.03 \(4\)](#) unless the person is in the county jail under s. [973.03 \(4\) \(c\)](#).
 - (b) Any resident of a juvenile correctional facility or a secured residential care center for children and youth.
 - (c) Any child held in custody under ss. [48.19](#) to [48.21](#), [301.01\(2\)\(cm\)\(cm\)](#) Any expectant mother held in custody under ss. [48.193](#) to [48.213](#).

(d) Any child participating in the mother-young child care program under s. [301.049](#).

11. **Proposer:** an entity responding to this RFP.
12. **Quality Improvement:** Quality Improvement (QI) is a formal, objective, data-informed approach to the evaluation of performance. QI also includes the systematic efforts to improve performance. QI uses quantitative and qualitative methods to continuously improve service access, effectiveness or outcome, processes, appropriateness, and client satisfaction objectives.
13. **Quality Improvement Plan:** The quality improvement plan identifies procedures the provider will put in place to ensure that the program's objectives are met and services are of the highest quality. The QI plan shall address the data and information to be collected and used, the process to review performance, and the means by which the service will be continually evaluated and improved. The Plan-Do-Study-Act or NIATx approaches are a couple of examples of how to implement effective quality improvement.
14. **Recidivism:** A return to prison and/or jail with either a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release.
15. **Reintegration:** The process which includes all supportive, rehabilitative, and mentoring activities and programming conducted to prepare ex-prisoners to return safely to their community and live as law abiding citizens. This is the level of effort, care and support that a community offers to an ex-offender upon their release and return to the community; the process of returning into the community post incarceration.
16. **RFP:** Request for Proposal.
17. **State:** the State of Wisconsin.
18. **Subcontract:** A written agreement between the contractor and a subcontractor to provide services.
19. **Subcontractor:** A third party who contracts with the awarded contractor for the provision of services, which the contractor has contracted with the Department to perform.

1.5 Clarification and/or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be submitted to: Lila Schmidt/Criminal Justice Coordinator for DMHSAS at lila.schmidt@wisconsin.gov

Written questions must be submitted before 4:00 PM CT on Tuesday, May 21, 2013. Questions should be submitted via email with the following subject line:

Subject: Question RFP G1695 DMHSAS-CB Proposer Name

Telephone questions will not be accepted. Any oral responses, information, dates, and/or technical assistance received by a prospective Proposer from the Department or Department staff shall not, in any manner whatsoever whether before or after the release of this RFP, be binding on the State of Wisconsin, unless followed-up and explicitly confirmed and stated in writing by the State.

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

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 to those entities that have completed the Notice of Intent to Apply procedure referenced in section 2.5.

Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFP and any supplements or revisions thereof.

Contact with State employees and/or members of the review committee concerning this RFP is prohibited except as authorized by the Contract Administrator during the period from date of release of the RFP until the notice of intent to award is released.

1.6 Contract Quantities / New or Deleted Items

The procuring and contracting agency does not guarantee to purchase any specific quantity of services. Proposals that state that the purchasing agency must guarantee a specific quantity or dollar amount may be disqualified.

NEW OR DELETED ITEMS: The purchasing agency reserves the right to add new related services to this contract based on changes in need or changes to standards unknown at the time of this RFP. Qualified contractors will be asked to provide pricing for new related services and those prices will be amended to the contract.

The contractor shall not have exclusive rights to provide all services covered under this contract during the term of the contract or any extension of the contract.

1.7 Reasonable Accommodations

DHS will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you think you need accommodations at any time

during the RFP process, contact **Jamie McCarville, Disabilities Coordinator**, at 608-267-7712 or **Jamie.McCarville@wisconsin.gov**.

1.8 Calendar of Events

The table below lists specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a notice to those entities who have submitted a Notice of Intent to Apply as detailed in section 2.5. There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
May 14, 2013	RFP Posted to DHS Website
May 21, 2013	Deadline for Written Questions
May 28, 2013	All Questions and Answers Posted to DHS Website
May 31, 2013	Notice of Intent to Apply Due*
Tuesday June 25, 2013 4:30 PM CT	Proposals Due
July 16, 2013 (estimated)	Notification of Intent to Pursue Contract Negotiations
August 20, 2013	Contract Execution Date
October 1, 2013	Contract Start Date

1.9 Contract Term and Available Funding

The contract shall be effective on the date indicated in the contract and shall run for fifteen months from that date with an option by mutual agreement of the Department and contractor, to renew for two additional one year periods. The total annual amount of funds available through this RFP is \$125,000 for each approved contract year with the caveat that the initial contract will be issued for a fifteen-month period (October 1, 2013- December 31, 2014) for \$156,250. Renewal of the contract for years two and three will be based upon the Proposer’s satisfactory performance, audit findings and the availability of funds. Following the third year of funding, the expectation is the project will be self-sustaining through the development of systems infrastructure, enhanced revenues and cost efficiencies stemming from the project. The successful applicant must demonstrate its plan for sustainability beyond the funding period. Proposers are advised that should additional state or federal funds become available, the Division may utilize the results of this RFP for additional awards.

Any contract resulting from this RFP shall not be, in whole or in part, subcontracted, assigned, or otherwise transferred to any other contractor without prior written approval from the Division.

1.10 Retention of Rights

The State of Wisconsin retains the right to accept or reject any or all proposals if it is deemed to be in the best interest of the State of Wisconsin.

If mutually agreed to by the contractor and the State, the results of this solicitation may be used by other Wisconsin agencies or other states.

All proposals become the property of DHS upon receipt.

1.11 Who May Submit an Application

The proposer is defined as any tribal government, county department of community programs, nonprofit organization, county department of human services currently providing services within Milwaukee, Wisconsin who will be the legal entity, which assumes the liability for the administration of the grant funds and is responsible to DHS for the performance of the project activities.

Consortium applications are allowed under this solicitation when the following conditions are met and maintained. Consortiums are defined as the formation of two or more agencies combined to undertake an enterprise beyond the resources of any one agency in order to better meet the needs and goals of the Prisoner Reintegration Grant as described in the RFP.

Consortium applications are permitted with the following conditions:

1. Consortiums must have the capacity to serve all Prisoner Reintegration clients.
2. The formation of a consortium of providers offers a stronger and more effective program.
3. A consortium would realize more efficient administrative cost benefits and would be evaluated accordingly.
4. A consortium application must identify the member organizations and their specific roles and the lead agency to whom the grant will be awarded, with letters of commitment from each of the subordinate agencies indicating their agreement to award to the identified lead agency responsible for administering the grant funds.
5. A consortium application will be reviewed and evaluated as a single application so it is necessary for individuals/agencies within the consortium to clearly identify in the single application their respective areas of responsibility.
6. The consortium can demonstrate how the program would prevent a duplication of services.

7. The lead agency is considered the grant recipient and is solely responsible for program activities and fiscal and data reporting requirements.

1.12 Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable State of Wisconsin procurement regulations. Data contained in the proposal, all documentation provided therein, and materials and innovations developed as a result of the grant award cannot be copyrighted or patented without written authorization from the Department of Health Services.

1.13 Capital Equipment

Funds may be used to purchase capital equipment with prior written approval from the Division. Capital equipment costs are defined as all costs associated with the acquisition of assets having a value in excess of \$5,000 and a useful life in excess of one year. Funds may be used to purchase/rent supplies such as adaptive and communication equipment.

1.14 News Releases

News releases pertaining to this award or any part of the application shall not be made without the prior written approval of the Division.

Copies of any news releases regarding this grant during the contract year(s) shall be submitted to the Division.

A copy of this RFP and a question and answer site will be maintained on the DHS Internet web site for the duration of the grant application period. You may access this site at www.dhs.wisconsin.gov/rfp.

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The selection of a contractor is based on the information submitted in the contractor's Proposal. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a Proposal.

Elaborate Proposals (e.g., expensive artwork), beyond what is sufficient to present a complete and effective Proposal, are not necessary or desired.

The State of Wisconsin is not liable for any cost incurred by Proposers in replying to this RFP.

Proposers must submit Proposals in strict accordance with the requirements set forth in this section. All materials must be submitted to:

Lila Schmidt
Criminal Justice Coordinator
Department of Health Services
Division of Mental Health and Substance Abuse Services
1 W. Wilson Street, Room 850
Madison, WI 53701-7851
(608) 266-3145

All materials must be received in the prescribed formats by **Tuesday, 4:30 PM CT, June 25, 2013.**

Proposals must be received in the above office by the specified date and time. Receipt of a Proposal by the State mail system does not constitute receipt of a Proposal. No Proposals are allowed to be submitted by email. All such Proposals will be rejected.

All proposals must be submitted electronically by the stated date and time using the following submission requirements:

Electronic Proposal Component

The entire Proposal must be submitted in non-password protected Portable Document Format (.pdf), (except for the proposed budget, which must be submitted using the required Microsoft Excel template) on a reproducible CD(s) labeled as follows:

Prisoner Reintegration Program

Name and Address of Proposer

RFP G1695-DMHSAS-CB

Disc X of Y

2.2 Proposal Organization and Format

Technical proposals must be organized into clearly delineated sections, as shown below. Each heading and subheading should be separated by tabs or otherwise clearly marked.

- Tab 1. Cover Sheet
 - a. Table of Contents
 - b. Vendor Information Form DOA-3477
- Tab 2. Problem/Need Statement– Section 6.1
- Tab 3. Target Population – Section 6.2
- Tab 4. Program Design and Methodology – Section 6.3
- Tab 5. Innovative/Evidence- based Strategies – Section 6.4
- Tab 6. Organizational Experience and Capacity – Section 6.5
- Tab 7. Care Coordination and Service Delivery – Section 6.6
- Tab 8. Goals, Objectives and Performance Expectations – Section 6.7
- Tab 9. Work Plan – Section 6.8
- Tab 10. Reporting, Performance Measurement & Quality Improvement – Section 6.9
- Tab 11. Budget – Section 7.0
- Tab 12. Appendix – Letters of Support, Letters of Commitment, Memorandums of Understanding, Contracts, etc.

All materials must be received in the prescribed formats by Tuesday, 4:30 PM CT, June 25, 2013.

- 2.2.1 Transmittal Letter
A Transmittal Letter must accompany the RFP package. It must be on official business letterhead of the proposer submitting the Proposal, and must be signed in ink by an individual authorized to legally bind the vendor.

The Transmittal Letter must stipulate the following:

- The Proposer is the primary Vendor and is a corporation or other legal organization;
- Services that the Vendor intends to sub-contract to another entity;

- No attempt has been made or will be made by the Vendor to induce any other person or firm to submit or not to submit a Proposal;
- The vendor certifies they have neither directly nor indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that this Proposal has been independently arrived at without collusion with any other Vendor, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other vendor or competitor.
- A *Statement of Qualifications* that the vendor is able to meet all the Mandatory Requirements and Special Terms and Conditions in Sections 3.0.
- The Proposal is valid for a minimum of 60 Days from the Proposal due date;
- The person signing this letter and all RFP documents is authorized to make decisions on behalf of the Proposing organization and that the person has not participated, and will not participate, in any action contrary to this statement;
- Assurance that the vendor will agree to execute and fulfill a contract according to the conditions and terms specified in this RFP;
- That the Proposal is predicated upon the requirements, terms, and conditions of this RFP, the posted Questions and Answers, all its attachments, and any supplements or revisions thereof; and
- That an individual authorized to bind legally the vendor has signed this Transmittal Letter.

2.3 Multiple Proposals

Submission of multiple Proposals from Proposers is not permissible.

2.4 Withdrawal of Proposals

Proposals shall be irrevocable until contract award unless the Proposal is withdrawn. Proposers may withdraw a Proposal in writing at any time up to the Proposal closing date and time or upon expiration of five (5) business days after the due date and time if received by Lila Schmidt. The written request must be signed by an authorized representative of the Proposer and submitted to Lila Schmidt at the address listed in Section 2.1 General Information. If a previously

submitted Proposal is withdrawn before the Proposal due date and time, the Proposer may submit another Proposal at any time up to the Proposal closing date and time.

2.5 Notice of Intent to Apply

Prospective Proposers are requested, but not required, to submit a notice of intent to apply to the Division. The notice of intent should be submitted to the Division at the mailing address below by 4:30 PM CT on May 31, 2013. Submission of the notice of intent does not commit a prospective Proposer to submission of a Proposal.

Any supplemental written information related to this RFP developed by the Division will be provided only to those agencies who have filed a Notice of Intent, or to agencies who request such information. Notices should be mailed, emailed, faxed, or hand delivered to:

Lila Schmidt/Criminal Justice Coordinator
Division of Mental Health and Substance Abuse Services
1 W. Wilson Street, Room 850
Madison, WI 53703
Fax: (608) 266-3145
Email: lila.schmidt@wisconsin.gov

3.0 MANDATORY REQUIREMENTS

To be eligible for further evaluation consideration Proposers must certify their ability to meet all of the following *MANDATORY REQUIREMENTS* as specified. Additional requirements may apply upon contract execution specific to the services provided.

3.1 Proposal Format

All narrative sections are to be completed using an 11-point or larger Times New Roman font, with a minimum 1" or greater margins, typed single space. Proposals are not to exceed 20 pages, not including the budget, appendices, and/or letters of commitment. Charts that support narrative sections may be included in a smaller font that 11 point.

3.2 Use of Liaisons

In keeping with the statutory requirements for this program, liaisons will be used to meet with prospective program participants to provide information about the program and to assist program participants, prior to their release, in planning for

and obtaining housing, employment, education and treatment they will need upon their release.

3.3 Use of Mentors

In keeping with the statutory requirements for this program, mentors will be used to assist participants in their reintegration into the community.

3.4 Electronic Data Base/Spreadsheet

An electronic data base or electronic spreadsheet will be used to track and report on program participant demographic information, services provided and participant and system outcomes.

3.5 Validated Risk and Needs Assessment

Implementation of a validated risk and needs assessment is required to ensure that only medium to high-risk offenders are admitted to the program and that criminogenic needs will be identified and addressed within program services.

3.6 Experience with Public Health Mental Health and Substance Abuse Treatment Providers

Demonstrated linkages and experience with public mental health and substance abuse services is required.

3.7 Certified Behavioral Health Providers

Referrals made by the program for substance abuse treatment services must be provided by certified alcohol and other drug abuse facilities under the appropriate section(s) of DHS 75, WI Admin. Code and DHS 35, WI Admin. Code for mental health treatment.

3.8 Patient/Client Rights Policy

Each Proposer shall have a written policy stating that the service will comply with client's rights requirements as specified in DHS 94, WI Admin Code.

3.9 Security of Electronic Data

Each Proposer shall have a written procedure for maintaining security and confidentiality of all client identified data.

3.10 Affirmative Action

Grant recipients who are awarded contracts of fifty thousand dollars (\$50,000) or more shall have included in their contracts the following clause:

“A written affirmative action plan is required as a condition for the successful performance of the contract. Excluded from this requirement are grant recipients whose annual workforce amounts to less than fifty (50) employees. The affirmative action plan shall be submitted to the Contract Administrator within fifteen (15) working days following the award of the contract.”

3.11 Tobacco Smoke Free Environment

Public Law 103-227, also known as the Pro-Children Act of 1994, prohibits tobacco smoke in any portion of a facility owned or leased or contracted for by an entity that receives federal funds, either directly or through the State, for the purpose of providing services to children under the age of 18.

3.12 Non-Discrimination Against Employees or Applicants for Employment

In connection with the performance of work under this contract, the Proposer agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, marital status, physical condition, arrest or conviction record, developmental disability (as defined in §51.01 (5)), sexual orientation, or national origin.

This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training (including apprenticeship). Except with respect to sexual orientation, the Proposer further agrees to take affirmative action to ensure equal employment opportunities.

The Proposer agrees to post in conspicuous places, available for employees and applicants for employment, notice to be provided by the contracting officer setting forth the provisions of the non-discrimination clause.

3.13 Privacy and Confidentiality

Specify the procedures that will be implemented to ensure privacy and confidentiality, including by whom and how data will be collected, procedures for administration of data collection instruments, where data will be stored, who will/will not have access to information, and how the identity of participants will be safeguarded (e.g., through the use of a coding system on data records; limiting access to records; storing identifiers separately from data).

Grant recipients must maintain the confidentiality of alcohol and other drug abuse client records in accordance with the provisions of Title 42 of the Code of Federal Regulations, Part 2 (42 CFR, Part 2), Health Insurance Portability and Accountability Act (HIPAA) 45 CFR Parts 160 and 164, Wis. Stat. 51.30, and DHS 92.

3.14 Staff Selection Policy

Each Proposer shall develop written policies and procedures stating that in the selection of staff, consideration will be given to each applicant's sensitivity toward and training in the characteristics of the service's patient population, including gender, age, cultural background, sexual orientation, developmental, cognitive or communication barriers, and physical or sensory disabilities.

4.0 PROPOSAL SELECTION AND AWARD PROCESS

4.1 Preliminary Evaluation

The purpose of the preliminary evaluation is to determine if each Proposal is sufficiently responsive to the RFP to permit a complete evaluation. Proposals must comply with the instructions to Proposers contained in this RFP. Failure to comply with the instructions may cause the Proposal to be rejected without further consideration. The state reserves the right to waive any minor irregularities in the Proposal.

4.2 Proposal Scoring

Proposals accepted through the preliminary evaluation process are reviewed by an evaluation committee and scored against chosen criteria. A Proposer may not contact any member of an evaluation committee except with the *Contract Administrator's* written approval.

4.3 Proposal Evaluation Criteria

The proposal evaluation committee will review all proposals against stated criteria. Proposals from eligible applicants will be scored according to the following competitive criterion:

Maximum Points (100 Total)

PROPOSAL EVALUATION CRITERIA	MAXIMUM POINTS
• Problem/Need Statement	5 points
• Target Population	5 points
• Program Design and Methodology	20 points
• Innovative/Evidenced Based Strategies	15 points
• Organizational Experience and Capacity	15 points
• Care Coordination and Service Delivery	15 points
• Goals, Objectives and Performance Expectations	10 points
• Work Plan	5 points
• Reporting, Performance Measurement and Quality Improvement	10 points
TOTAL	100 points

4.4 Notification of Intent to Pursue Contract Negotiations

All Proposers who respond to this RFP will be notified via email of the State's intent or non-intent to pursue contract negotiations as a result of this RFP.

After notification of the intent is made and under the supervision of agency staff, copies of Proposals will be available for public inspection from 8:00 a.m. to 4:00 p.m. at One West Wilson Street, Room 850, Madison, Wisconsin. Vendors should schedule reviews with Lila Schmidt or Designee, at (608) 266-3145.

4.5 Right to Reject Proposals and Negotiate Agreement Term

The State reserves the right to reject any and all Proposals. The State may negotiate the terms of the contract, including the award amount, with the selected Proposers prior to entering into a contract. If contract negotiations cannot be concluded successfully with the recommended Proposer or upon unfavorable review of the Proposer's references, the Department may terminate contract negotiations.

The Contract Administrator or designee will review each RFP Response Package and Statement of Proposer Qualifications to verify the Proposer meets the requirements specified in this RFP based on a pass or fail protocol. This determination is the sole responsibility of the Department.

4.6 Letters of Support

Proposers are required to submit letters of support. Letters may originate from stakeholder organizations, businesses, educational institutions, and/or other health and human service provider agencies. Letters of support should address the potential for success in providing prisoner reintegration services. The evaluation committee will consider letters of support in review of the proposals.

5.0 PROPOSER INFORMATIONAL SECTION

Section 5.0 contains information for Proposers regarding the responsibilities, deliverables and outcomes the contractor is responsible for providing as part of this project.

The following requirements are the minimum specifications and responsibilities. If no Proposers are able to comply with any given specification, condition of proposal or provide a specific item, the state reserves the right to delete that specification, condition of proposal or item.

5.1 Problem/Need Statement (5 Points)

The Proposer should be able to document the problems or unmet needs of their community related to providing reintegration services to incarcerated individuals returning to Milwaukee County upon their release. The Proposer should have an understanding of the behavioral health relationship to crime, obstacles to effective reintegration and solutions to the obstacles.

5.2 Target Population (5 Points)

DMHSAS is soliciting a proposal to serve adult (age 18 and older), medium to high risk offenders based on a validated risk and needs assessment that is consistent with the stated goals of the RFP (Section 1.1) and meets the definition of prisoner (Section 1.4). The Proposer should be able to identify the estimated number of persons to be served by the program, and the demographic profile of the target population(s).

5.3 Program Design and Methodology (20 Points)

DMHSAS is soliciting a Proposal that demonstrates a high quality, innovative and cost effective approach for the provision of reintegration services.

- 5.3.1 Identification of eligible participants using a validated risk and needs assessment and other standardized assessments to serve medium and high risk offenders in the program.
- 5.3.2 Provision of a comprehensive needs assessment to ensure that the specific areas in which offenders need help will be addressed.
- 5.3.3 Barriers/challenges to successful reintegration will be addressed with appropriate and evidenced based strategies and solutions that are specific to criminal justice populations and culturally relevant to the population(s) of focus.
- 5.3.4 The program should provide service for a specified period of time (based on needs).
- 5.3.5 Development of sustainable systems of care and support for the participants after their discharge from the program.
- 5.3.6 Services/interventions should be behavioral in nature and employ cognitive behavioral and social learning techniques of modeling, role playing, reinforcement, resource provision, verbal suggestions and cognitive restructuring.
- 5.3.7 In keeping with the statutory requirements for this program, liaisons will meet with prospective program participants to provide information about the program and to assist program participants prior to release on extended supervision or parole, in planning for and obtaining the housing, employment, education and treatment, they will need upon release.
- 5.3.8 In keeping with the statutory requirements for this program, mentors will assist participants in their reintegration into the community.
- 5.3.9 The program will need to have collaborative relationships with the correctional institutions/jail and local community agencies to ensure effective provision of treatment and other services.

5.4 Innovative/Evidenced Based Strategies (15 Points)

DMHSAS is soliciting a proposal that will use Evidence Based Practice EBP(s) for criminal justice populations that are effective in reducing recidivism and addressing the behavioral health needs of participants. Proposers shall have a plan for assuring effective implementation and assuring efficacy to the EBP(s) used in the proposed program.

5.5 Organizational Experience and Capacity (15 Points)

DMHSAS is looking for a Proposer with experience working with criminal justice populations and who possesses awareness of the unique challenges faced by persons who are returning to the community from incarceration.

The Proposer shall be knowledgeable about evidenced based strategies for reducing criminal recidivism and understand the relationship of behavioral health to crime. The proposer is expected to have the capacity of staff resources and community linkages and ties to grassroots/community based organizations that are rooted in the culture(s) and language of the population served to carry out the expectations of the RFP.

5.6 Care Coordination and Service Delivery (15 Points)

DMHSAS is looking for a Proposer that will work collaboratively with and have commitment from the correctional institution/jail staff and other community-based agencies to meet the needs and challenges faced by persons returning to the community from incarceration. The Proposer will ensure that the care coordination and service delivery will fulfill all the mandatory requirements of the RFP (Section 3.0) and the goals identified in RFP (Section 1.0).

5.7 Goals, Objectives and Performance Expectations (10 Points)

The Proposer should have clear, achievable goals and objectives for this project. The Proposer's goals and objectives should be consistent with DMHSAS' goals for this RFP (Section 1.1). The proposer will need to identify objectives, related services/activities, timelines, and performance measures for the following goals and identify the person responsible for achieving the objectives:

- Identify eligible participants based on risk of reoffending
- Reduce barriers to successful reintegration by addressing the identified risks and needs of offenders using evidenced based strategies.
- Improve continuity between pre and post-release services
- Reduce recidivism of program participants
- Develop sustainable systems of care and support in the community

5.8 Work Plan (5 Points)

A work plan is an organizational tool that identifies significant goals, objectives, activities, measures, timelines, and responsible parties for a project. Each Proposer, through their work plan and budget detail, should provide sufficient justification for proposed staffing and other resources funded through the project.

DHS is looking for a Proposer that has the capacity to implement the expectations of the RFP and the Proposer's objectives and work plan. The Proposer is expected to have a thoughtful plan for assuring adequate staff or contractor resources are in place in a timely way to complete objectives according to the proposed work plan. The Proposer is also expected to develop a sustainability plan.

5.9 Reporting, Performance Measurement & Quality Improvement (10 Points)

5.9.1 Contractual Accountability:

The proposer will be responsible for maintaining an electronic database or electronic spreadsheet that will track and report participant demographic information, services/activities provided, process and outcome measures related to the goals of the program on a semi-annual report basis.

5.9.2 **Project Evaluation:** The Proposer will be responsible for reporting on the following program outcomes:

- Percent of participants successfully completing the program
- Percent of participants not sentenced to jail or prison either during program enrollment or for up to 12 months from the date of release to the community.
- Percent of participants that obtain employment.
- Percent of participants that obtain stable housing.
- Percent of participants referred to treatment that are attending or have completed treatment.
- Percent of participants involved in positive social connections (community activities, ex-prisoners or recovery support groups, family involvement).
- Extent to which proposer developed a sustainable recovery support system that provides ongoing services to participants.

5.9.3 **Project Performance Measures:** The Proposer will be responsible for reporting on the following performance measures:

- Number of persons enrolled in and served by the program.
- Number of persons successfully completing the program.
- Number of participants not sentenced to jail or prison either during program enrollment or for up to 12 months from the date of release to the community.
- Number of persons with identified behavioral health needs being referred to treatment.
- Implementation of the use of a validated risk and need assessment.
- Implementation and fidelity of cognitive behavioral and social learning techniques.
- Implementation of a participant satisfaction survey.

5.9.4 **Data Quality Reporting Standards**

The Proposer will have a process for collecting data required by this RFP and as part of contract negotiations between DMHSAS and the vendor to identify priority outcome areas.

5.9.5 **Implementing a Quality Improvement Process**

The Proposer will have a quality improvement process and plan for evaluating and measuring the effectiveness of services and using the

information for service improvement projects such as the Plan-Do-Study-Act or NIATx approaches.

6.0 TECHNICAL RESPONSE SECTION

Listed below are the technical proposal response requirements. The section(s) referenced within the response requirement provide detail concerning the required and/or desired objectives, work requirements, and standards to meet the needs of this program. This detail represents the minimum level of service requirements and objectives sought in this procurement. Many of the sections in this RFP are interrelated and may contain overlapping information. Proposers should incorporate the goals, objectives, work requirements, and standards stated throughout this RFP into their proposal.

Proposers must respond to each of these requirements with a descriptive narrative (appropriately labeled in accordance with the numbering scheme below) that includes methodology to the level of detail deemed appropriate by the Proposer.

6.1 Problem/Need Statement (5 Points)

Proposers will demonstrate that they have an excellent understanding of the programs and unmet needs of their community related to providing reintegration services to incarcerated individuals who are returning to Milwaukee County upon their release. This response includes but is not limited to:

- 6.1.1 A description of the problem, showing an understanding of the behavioral health relationship to crime, obstacles to effective reintegration and solutions to the obstacles.
- 6.1.2 A clear discussion of the exact unmet needs the program will address.
- 6.1.3 Data to document the problems or unmet needs the program intends to address.
- 6.1.4 A full discussion of how grant funds would expand/enhance service delivery and not supplant state or federal funds currently in use, if this is not a new program.

6.2 Target Population (5 Points)

The target population described must be consistent with stated goals and target population of the RFP (Section 1.1) and meet the definition of prisoner (Section 1.4). In general, the composition of the target group should reflect the demographics of the incarcerated population and the geographic area to be served. This response includes but is not limited to:

- 6.2.1 A description of the demographic profile of the target population that the program will serve, e.g., race, ethnicity, gender, age, socioeconomic characteristics, geography and other relevant factors.
- 6.2.2 A description of how potential participants will be identified and referred to the program.
- 6.2.3 A description of how the program will implement a validated risk and needs assessment into the screening process to ensure that high and medium risk offenders will be served in the program.
- 6.2.4 An estimated number of participants that will be served annually with the grant funds.
- 6.2.5 If expanding and/or enhancing an existing program, clearly specify the increase in participants who will be served through these grant funds.

6.3 Program Design and Methodology (20 Points)

Proposers describe and define a viable model for the project that addresses the specifications noted in this RFP. This response includes but is not limited to:

- 6.3.1 A description of the overall design of the program, including the specific supportive, rehabilitative and mentoring services/activities the Proposer will provide both pre and post release and how they tie into the goals of reducing recidivism and help participants become positively contributing members of their community.
- 6.3.2 A description of how the Proposer will implement the use of a validated risk and need assessment into the screening and assessment process to ensure that medium and high risk offenders are served by the program and that individual service plans address behavioral health, criminogenic and other service needs.
- 6.3.3 A description of how persons will be assessed for the presence of substance abuse and/or mental health disorders and how persons will obtain access to appropriate treatment.
- 6.3.4 A description of how the Proposer will identify, recruit and retain the target population(s). Discuss your approach in doing outreach, engagement and delivery of services based upon your knowledge of the beliefs, norms, values and socioeconomic factors of the target population.
- 6.3.5 A description of the period of time the Proposer will work with the person and the criteria that will be used to determine successful and unsuccessful completion of the program.
- 6.3.6 A description of how the Proposer will use liaisons to meet with

prospective program participants to provide information about the program and to assist program participants prior to release on extended supervision or parole, in planning for and obtaining the housing, employment, education and treatment, they will need upon release.

- 6.3.7 A description of how the Proposer will use mentors to assist in the reintegration of participants.
- 6.3.8 A description of other community agencies that the Proposer will collaborate with to ensure effective treatment and other needed services are provided to program participants.
- 6.3.9 A description of how the Proposer will develop sustainable systems of care and support for participants after their involvement in the program.

6.4 Innovative/Evidenced Based Strategies (15 Points)

Proposers describe which specific EBP's they will use in their proposed program to provide effective interventions that reduce recidivism and restore the person to be a positively contributing member of their community. This response includes but is not limited to:

- 6.4.1 Identify the EBP(s), the proposer intends to implement and discuss the evidence that shows that the practice(s) is(are) effective for the population(s) of focus.
- 6.4.2 A detailed description of how the Proposer will incorporate the EBP(s) into the proposed program.
- 6.4.3 The plan and person responsible for assuring effective implementation (fidelity) of the strategy.

6.5 Organizational Experience and Capacity (15 Points)

Proposers should submit a response that describes their experience, demonstrated abilities, and technical expertise to provide reintegration services for persons returning to the community from an incarcerated setting. This response includes but is not limited to:

- 6.5.1 A documented discussion of the capability and experience of the Proposer and other participating organizations (or sub-contractor if applicable) with similar projects and populations.
- 6.5.2 The proposed budget is clearly targeted to achieving the project outcomes. The budget should be appropriate for the scope of the project, other agency's involvement, and the financial contribution is well defined.

- 6.5.3 A clear description of criteria and outcomes that will be used to measure the successes of the organization in assisting persons successfully reintegrate from incarceration back to their communities.
- 6.5.4 The Proposer (or subcontractor, if applicable) either has existing qualified personnel or has proposed a functional staffing or volunteer pattern that is capable of supporting program activities.
- 6.5.5 For those programs with significant minority populations within the service area, the agency has made efforts to recruit, hire, and train minority staff/volunteers and provide in-service sensitivity training about gender responsiveness, cultural competence, language and sexual orientation for all staff/volunteers.
- 6.5.6 For those programs that have Native American Tribes within the service area, the agency has made or will make regular and meaningful efforts to coordinate with identified Tribal leadership in order to provide culturally competent services and referrals.
- 6.5.7 An organizational chart that indicates current and proposed positions that will implement this program.
- 6.5.8 A complete list of staff positions for the project, showing the role of each and their level of effort and qualifications.
- 6.5.9 A documentation of how key staff has demonstrated experience and are culturally competent and qualified to serve the population(s) of focus.

6.6 Care Coordination and Service Delivery (15 Points)

Proposers describe how necessary community agencies have been or will be involved in the program to achieve a coordinated approach to meet the needs and challenges of persons reintegrating from incarceration back to the community. This response includes but is not limited to:

- 6.6.1 A description of how the proposer and direct service staff will work collaboratively with other agencies (jail/prison staff, probation/parole staff, court system, treatment providers, grassroots/community-based organizations, etc.) to achieve the goals of the RFP (Section 1.1). Be specific to what roles and services the other agencies will provide. Include letters of commitment from other organizations supporting the project in your attachments.
- 6.6.2 A detailed explanation as to how community support systems will assist in achieving the proposed goals for the participants and the service system including a discussion of how joint service plans are developed and how various fiscal resources are shared or assigned to this project.

6.7 Goals, Objectives and Performance Expectations (10 Points)

Proposers describe the objectives and performance expectations for each year of the grant, and fulfill the requirements described in Sections 1.1 and 3.0. This response should include but is not limited to:

- 6.7.1 A statement of goals and objectives for the proposed program regarding specific participant outcomes and service systems outcomes (e.g., Reduced Alcohol/Drug Use; Improved Employment/Education; Reduced Criminal Recidivism; Improved Social Supports).
- 6.7.2 A discussion of the strategies the program will use to achieve outcomes and performance expectations, and address the problems and unmet needs identified; state why these strategies will be effective; discuss how you plan to overcome obstacles or barriers to service delivery; and state what you anticipate as the overall impact of your program.
- 6.7.3 Statement of the organization's ability to meet the integrated service provision philosophy of care in all aspects of its program service delivery and design and its plan to measure progress in this practice in day-to-day operations.

6.8 Work Plan (5 Points)

The work plan described in the proposal relates directly to the goals listed in Section 1.1, facilitates program accomplishments, and is sequentially reasonable. Activities in the work plan are assigned to specific personnel. The work plan is consistent with the objectives and can be accomplished in stated timeframes and proposed budget. Timeframes for tasks and activities in the work plan are appropriate to ensure that sufficient effort is planned. This response should include, but is not limited to:

- 6.8.1 A detailed description of significant tasks, activities and strategies to be used to achieve the goals and identify the sustainable strategies in a logical progression.
- 6.8.2 The assignment of responsibility for work plan tasks to specific personnel and the timetable for significant tasks or activities to be started and to be completed.

6.9 Reporting, Performance Measurement & Quality Improvement (10 Points)

Proposers should submit a response that describes their experience, demonstrated abilities, and technical expertise to fulfill the requirements described in RFP (Section 5.9). The Proposer has demonstrated to have an efficient system in place to assure quality and improvement for services. The Proposer clearly describes

what their current quality assurance and improvement process is and what changes, if any, will be included for the project in order to fulfill the requirements described in Section 5.9 This response should include, but is not limited to:

- 6.9.1 A description of how the Proposer will fulfill the requirements for data collection and reporting as outlined in RFP (Section 5.9).
- 6.9.2 A detailed description of the Proposer's current or proposed quality improvement plan and processes that will be put into place that assures that the program's objectives are being met and that there is financial accountability, program quality, and regulatory compliance.
- 6.9.3 A description of who will be the Proposer's lead in working with DHS on the Project Evaluation, including the name of the responsible individual(s) or organization (s) that will be actively involved in the evaluation.
- 6.9.4 A discussion of who would be in charge of quality improvement and assurance for this RFP and what role they would play, if any, in this process.
- 6.9.5 A description, if applicable, of any changes to the current quality assurance, improvement, and monitoring processes that would be needed for the project.

7.0 PROJECT BUDGET

DMHSAS has developed a budget template (www.dhs.wisconsin.gov/rfp) to be used for submitting the project budget. Use of this budget template is required. The budget template is an Excel spreadsheet containing three tabs. The first tab summarizes the detailed budget information entered on the second tab of the worksheet. The third and final tab contains the instructions for completing the budget worksheet. Please review the instructions prior to completing the budget template. Please provide sufficient justification in the designated areas of the second tab to enable reviewers to understand both the level of planned expenditures and the need for the funds. The budget template and instructions are included as an appendix to this document.

The proposed budget must be on the budget template and submitted as a Microsoft Excel file. Please save your budget with a file name that identifies your agency.

All budget costs must comply with the DHS Allowable Cost Policy Manual, The Allowable Cost Policy Manual can be found on the DHS web site at: <http://www.dhs.wisconsin.gov/grants/Administration/AllowableCost/ACPM.htm>

8.0 REQUIRED FORMS

The following pages contain the ancillary forms required to be submitted as part of the Proposal packet. Please reference Section 2.2 for information related to the proper order of these forms in the Proposal packet.

VENDOR INFORMATION

1. PROPOSING COMPANY NAME _____
FEIN _____

Phone () _____ Toll Free Phone () _____

FAX () _____ E-Mail Address _____
Address _____

City _____ State _____ Zip + 4 _____

2. Name the person to contact for questions concerning this Proposal.
Name _____ Title _____
Phone () _____ Toll Free Phone () _____
FAX () _____ E-Mail Address _____
Address _____

City _____ State _____ Zip + 4 _____

3. Any vendor awarded over \$25,000 on this contract must submit affirmative action information to the department. Please name the Personnel / Human Resource and Development or other person responsible for affirmative action in the company to contact about this plan.
Name _____ Title _____
Phone () _____ Toll Free Phone () _____
FAX () _____ E-Mail Address _____
Address _____

City _____ State _____ Zip + 4 _____

4. Mailing address to which state purchase orders are mailed and person the department may contact concerning orders and billings.
Name _____ Title _____

Phone () _____ Toll Free Phone () _____

FAX () _____ E-Mail Address _____

Address _____

City _____ State _____ Zip + 4 _____

5. CEO / President Name _____
