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 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/Providers/default.aspx

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 Wisconsin State Statutes. Services may include, but are not limited to: assessment/diagnosis; and case planning, monitoring, and review.

The Court Ordered Evaluation program will provide and broker various types of court-ordered evaluations for persons ordered to receive them by the following:
- Juvenile Court, pursuant to Ch. 48.295 of the Wisconsin Children's Code and Ch. 938.295 of the Juvenile Justice Code;
- Wisconsin Statute 51.15 Emergency Detention and 51.20 Involuntary Commitment for Treatment; and
- Guardianship

The situations which give rise to these court-ordered evaluations may include emergency detentions, commitment extensions, pre-guardianship, Watts reviews, formal CHIPS petitions, delinquency petitions, potential out-of-home placement of dependent children, termination of parental rights, etc. and involve a very wide range of clinical and legal problems affecting both children and their parents or guardians.

This program includes assigning each case to a qualified evaluator; monitoring turnaround time and report quality: maintaining statistical information on most aspects of the court-ordered evaluation system in Dane County; trouble shooting for courts, attorneys, providers, social workers, insurance providers, and clients; and functioning as the County's fiscal intermediary.

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. For Chapter 48, 938 and 51 civil
commitment evaluations, the goal is to provide a timely accurate evaluations on
dangerousness, mental illness and need for medications. 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;
- A biannual survey 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.

C. Needs/Expectations:
It is expected that this program will provide approximately 15 Pre-Chapter 55 and 50
Chapter 55 multidisciplinary reports, 1000 civil commitment evaluations and 250 child
and parent evaluations for the juvenile court annually. Juvenile Court evaluations
include the ability to evaluate approximately 90 children in the Dane County Juvenile
Detention Center. Given the time limitations of Juvenile Detention stays, children must
be seen by an evaluator within 3 business days and reports completed within 30
calendar days.

In order to successfully assign this number of evaluations, it is essential that this
program hire, train, supervise and maintain a pool of independently employed providers
to ensure the capacity to provide Multidisciplinary Evaluations in a timely fashion. It is
expected that all evaluations are completed by professionals whose credentials and
integrity will withstand courtroom reviews. The vast majority of evaluations will require
PhD level credentials or a Master’s Degree with close supervision from a PhD level
psychologist. In some instances, a board certified Psychiatrist or Nurse Prescriber will
be required to garner a medication related assessment. The program must also have
adequate administrative support to ensure timely evaluator assignment and reporting
back to the court. Evaluation completion timelines vary based on the type of evaluation.
Chapter 51 evaluations for competency and dangerousness can be required within 72
hours, while the majority child and parent evaluations need to be completed within 45
days of an 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 evaluations.

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 48/938/51/54/55 court processes and the
multidisciplinary reports and civil commitment evaluations.
D. **Current Operations:**
Currently, Journey Mental Health Center operates the Court Ordered Evaluation Program and the Clinical Assessment Unit. Twenty percent (20%) of the total number of the Multidisciplinary Reports are completed internally with the remainder being outsourced to their pool of independent providers.

E. **Maximum funding available for this project is $484,382 (CH 51, 54 and 55) and $228,700 (CH 48 and 938).**
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.

F. **Additional pages:** The proposer may use up to 10 additional pages for project scope, program activities, etc.

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

If you are a current provider of this program proceed to C.

A. 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. 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. 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. Please include descriptions of agency MOUS or subcontracts if applicable.

E. Describe your proposed staffing for this program including educational requirements.

F. Describe the essential skill sets for an evaluator in the Ch 48, 938, 51,54 and 55 systems and the essential elements to a well written court ordered psychological evaluation.

G. Describe how your agency will ensure that timelines for CH 51, CH 48 and CH 938 evaluations are completed in a timely fashion.

H. Describe what methodology your agency will put in place to ensure that evaluations are completed in the most cost effective manner possible.

I. Describe your agency’s approach to quality assurance and the mechanisms that will be employed to ensure quality of service, cost effectiveness, and timely submission of
reports required by the courts. Include the typical turnaround time/process from notification to final report, average amount of time 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

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

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Project Scope</td>
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<tr>
<td>(County Short Form Application, p. 2)</td>
<td></td>
</tr>
<tr>
<td>Organizational Profile</td>
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<tr>
<td>(County Short Form Application, p 3.)</td>
<td></td>
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<tr>
<td>Program Budget</td>
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</tr>
<tr>
<td>(County Short Form Application, Appendix A.)</td>
<td></td>
</tr>
<tr>
<td>Other – Section III D-H</td>
<td>40%</td>
</tr>
</tbody>
</table>

V. Contact Information: Please check the website routinely to receive any updates or changes to this RFP. For clarifications or questions concerning this application your contact is listed below. Responses to questions submitted will be posted to the website.

Contact: Marykay Wills, 608-242-6404 for CH 48 and 938 and Mary Grabot, 608-242-6484 for CH 51, 54 and 55.
E-Mail: wills.marykay@countyofdane.com and grabot@countyofdane.com

VI. Timeline

Consolidated Application Workshop: April 17, 2012, 1:30 p.m.
Dane County Job Center Ballroom
1819 Aberg Avenue, Madison WI

Application due from vendors: May 25, 2012, 12 noon
Notification of intent to award (est.): July 31, 2012

Your completed proposal should include the following:

1) A completed County Short Form application
2) Additional information requested in Section III above.
3) If submitting a hard copy proposal, please send your completed proposal to:
   Dane County Human Services, Attn: RFP # C1012, 1202 Northport Drive,
   Madison, WI 53704
4) If submitting your proposal electronically, please email the completed proposal documents to: DCDHSRFP@co.dane.wi.us
   Note: The Department reserves the right to request a hard copy of the completed proposal from the applicant.

Proposals are due no later than May 25th, 12 noon.