



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 05/2021

RFP NUMBER: 121067

RFP TITLE: **Mental Health & Wellness Check-
Ins for Sheriff's Office**

RFP DEADLINE: **July 6, 2021**
2:00 p.m. (CST)

**PROPOSALS
MUST BE
UPLOADED TO:** **Purchasing Bid Dropbox**
www.danepurchasing.com

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

**DIRECT
ALL INQUIRES TO:**

Megan Rogan
Purchasing Officer
(608)283-1487
rogan.megan@countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response
(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document | <input type="checkbox"/> Cost Proposal
(Separate from RFP Response) | |

DATE ISSUED | May 21, 2021

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1.0 RFP OVERVIEW

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

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 contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Vendor Conference

[There will not be a vendor conference.](#)

1.4 Calendar of Events

Listed below are 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 County. In the event that the County 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 an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
May 21, 2021	RFP Issued
June 28, 2021	Last day to submit written inquiries (2:00 p.m. CST)
June 30, 2021	Addendums or supplements to the RFP posted on the Purchasing Division website
July 5, 2021	Proposals due (2:00 p.m. CST)
July 2021	Interviews (if needed)
August 2021	Vendor Selection/Award

1.5 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Organizational Capabilities (Section 3.3)	20%
Experience & Qualifications of Program Staff (Section 3.4)	20%
Program Description/Work Plan (Section 3.5)	25%
Quality Assurance (Section 3.6)	15%
Cost	Percent
Cost (Section 4)	30%
Total	100%

1.6 Submittal Instructions

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP’s and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlrb.gov and <http://werc.wi.gov>

Purchasing

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

2.2 Scope of Services/Specification Overview

2.2.1 Overview

The Dane County Sheriff's Office (hereinafter, DCSO) is the largest law enforcement organization in Dane County and the fourth largest in the State of WI.

The DCSO has 470 sworn personnel, and 116 civilian support staff.

The DCSO is looking to contract with an agency who can provide annual mental health check-ins for DCSO staff.

Studies have shown that those working in the first responder field experience stressors that can, over time, accumulate and lead to unhealthy coping mechanisms and behaviors. The DCSO believes that a proactive approach to employee mental health and wellness, by way of mandatory yearly check-ins, will help them improve their quality of life and, in turn, better serve the community. Good mental and psychological health is just as essential as good physical health for law enforcement to be effective in keeping our communities safe from crime and violence.

A wellness check offers an opportunity for DCSO employees to discuss coping strategies and solutions to deal with the various stressors of being a first responder.

The initial term of the contract will be one year, with the option to renew for four (4) additional one year terms.

2.2.2 Project Objectives

The County intends to contract with a PROVIDER to provide confidential, annual one on one mental health wellness check-ins for both the sworn and civilian staff of the DCSO, approximately 600 people.

- a. Attendance for each employee is mandatory.
- b. The cost for this service shall not exceed \$150 per hour.
- c. The PROVIDER will coordinate directly with the DCSO employee to schedule their yearly appointment and will confirm employment of each individual with the COUNTY.
- d. The PROVIDER will coordinate with DCSO employees if they have met this requirement with an already established mental health provider, and include those who have met this requirement by a ledger of names submitted to the COUNTY.
- e. The PROVIDER will provide requirement met reports of those DCSO staff who have attended their agency service, or who have completed the yearly assessment with their own provider.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- f. Without providing specific details of individuals, the provider/agency shall also provide periodic reports detailing general topics addressed so that the PROVIDER may identify and proactively address concerning trends.

2.2.3 Provider Qualifications

- a. The PROVIDER must be licensed and credentialed with the state of Wisconsin to provide mental health services.
- b. The PROVIDER will have a minimum of three (3) years' experience in treating people who are regularly exposed to stress and trauma, such as emergency responders and active-duty military members.
- c. The PROVIDER must have the ability to schedule 1 hour appointments, with up to 600 employees per calendar year.
- d. Provider/agency must be able to guide the DCSO through the process of implementing and sustaining a mental health and wellness program for both sworn and civilian employees.

SECTION 3 RFP RESPONSE PREPARATION REQUIREMENTS

3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

3.1 Attachment A – Vendor Information

3.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included.

3.3 Tab 1: Organizational Capabilities

Describe the firm's experience and capabilities in providing mental health services for first responders. Be specific and identify projects and dates. Describe the organizations capacity to meet the DCSO's needs in a timely manner.

3.4 Tab 2: Experience and qualifications of Program Staff

Provide resumes describing the educational and work experiences within the mental health field for the staff members that would be assigned to work with the Dane County Sheriff's Office employees. In the event the staff are not identified or hired yet, provide the education and experiences that will be posted as part of your hiring process. Include copies of license certificates.

Submit 2-3 letters of reference. 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. [Reference checks may be conducted with these agencies and others in the community.]

3.5 Tab 3: Program Description/Work Plan

Describe your proposed program and process for implementation. Describe how it is going to meet the needs described in this RFP. This should be an overview.

3.6 Tab 4: Quality Assurance

Describe any programmatic or administrative improvements that have improved the vendor's ability to deliver services. Include ongoing quality assurance procedures and practices that the vendor has in place for this program.