



**DANE COUNTY**  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**

# REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

**RFP NUMBER:** **122033**

**RFP TITLE:** **ARP Legal Services –  
Eviction Defense**

**RFP DEADLINE:** **March 23, 2022  
2:00 p.m. (CST)**

**PROPOSALS  
MUST BE  
UPLOADED TO:** **Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

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

**VENDOR  
CONFERENCE:** **No Vendor Conference Scheduled**

<b>DIRECT ALL INQUIRES TO:</b>	<b>Carmen Hidalgo</b> Purchasing Officer (608) 266-4966 <a href="mailto:Carmen.Hidalgo@countyofdane.com">Carmen.Hidalgo@countyofdane.com</a> <a href="http://www.danepurchasing.com">www.danepurchasing.com</a>
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## PROPOSAL SUBMISSION CHECKLIST

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response<br>(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<br>(Separate from RFP Response) |  |

**DATE ISSUED** | February 21, 2022

## Table of Contents

- 1.0 RFP OVERVIEW**
  - 1.1 Introduction
  - 1.2 Clarification of the Specifications
  - 1.3 Vendor Conference
  - 1.4 Calendar of Events
  - 1.5 Evaluation Criteria
  - 1.6 Submittal Instructions
- 2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES**
  - 2.1 Definitions and Links
  - 2.2 Scope of Services/Specification Overview
  - 2.3 Program Funding
  - 2.4 Program Eligibility
  - 2.5 Program Goals
  - 2.6 Needs and Requirements
  - 2.7 Program Reporting and American Rescue (ARP) Funding Compliance
  - 2.8 Invoice and Payment Process
- 3.0 PROPOSAL PREPARATION REQUIREMENTS**
  - 3.1 [Attachment A – Vendor Information](#)
  - 3.2 Table of Contents
  - 3.3 Program Description
  - 3.4 Program Strategies and Activities
  - 3.5 Equity and Inclusivity
  - 3.6 Experience and Qualifications for the Proposed Program
  - 3.7 [Attachment B – Agency Governing Board](#)
  - 3.8 [Attachment C – Staff-Board-Volunteer Descriptors](#)
  - 3.9 RFP Cost Proposal
- 4.0 ATTACHMENTS**
  - [Attachment A – Vendor Information](#)
  - [Attachment B – Agency Governing Board](#)
  - [Attachment C – Staff-Board-Volunteer Descriptors](#)
  - [Attachment D – Dane Core 2.0](#)

## 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
February 21, 2022	RFP Issued
March 9, 2022	Last day to submit written inquiries (2:00 p.m. CST)
March 14, 2022	Addendums or supplements to the RFP posted on the Purchasing Division <a href="#">website</a>
March 23, 2022	Proposals due (2:00 p.m. CST)
March 30, 2022	Vendor Selection/Award

## 1.5 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Program Description (Section 3.3)	20%
Program Strategies and Activities (Section 3.4)	30%
Equity and Inclusivity (Section 3.5)	15%
Experience and Qualifications for the Proposed Program (Section 3.6)	20%
Cost	Percent
Cost Proposal	15%
<b>Total</b>	<b>100%</b>

## 1.6 Submittal Instructions

Proposals must be received in the Purchasing – Bid Dropbox located on the [www.danepurchasing.com](http://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:**

**122033 – Vendor Name – RFP Response**

**122033 – Vendor Name – Cost Proposal**

**122033 – Vendor Name – Attachment A**

Responses/answers are required for all sub-sections within Section 3.0 and required attachments. If incomplete bid responses are submitted by a proposer, it will impact scoring and/or may be deemed ineligible for review and award.

To Submit a Proposal:

1. Go to [www.danepurchasing.com](http://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](http://www.danepurchasing.com)

**Fair Labor Practices websites:** [www.nlrb.gov](http://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

The Dane County Department of Human Services' (DCDHS) Housing Access and Affordability Division (HAA) is seeking proposals for the provision of legal services at court to support those households facing housing instability due to an eviction or foreclosure.

Services must be provided in coordination with the Dane Core 2.0 emergency rental assistance collaborative, administered jointly by Dane County, the City of Madison, and their contracted collaboration partners.

In the case of a collaborative application for legal services, one entity must serve as the lead contracting agency for the partnership and ensure compliance with all contract guidelines. The lead agency may then contract with other program partners for outreach and administration.

The cost of any such sub-contracts must be included in the administrative allocation of the lead agency. The lead agency will be responsible for program administration, processing financial payments for applicants, reporting/record keeping, and coordinating all outreach efforts in and out of court.

The funding for this program includes two federal sources of funding. Both were authorized in the 2021 American Rescue Plan (ARP) and must be administered in compliance with clear guidelines determined and enforced by the federal government that include; eligible costs, applicant eligibility, how eligibility is verified by the provider, prevention of duplication of federal benefit, maintenance of applicant records and financial records, and more.

#### 2.3 Program Funding

Funding for legal defense services provided with American Rescue Plan (ARP) local aid administered by Dane County.

This engagement targets the provision of approximately 4,160 hours in estimated legal defense services during the contract period.

Funding for emergency rental assistance for court involved tenants is provided with COVID-19 relief for Emergency Rental Assistance (ERA 1) administered by Dane County.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

\$1,000,000 is available for direct assistance with court settlements at eviction court proceedings for Dane County residents.

### 2.4 **Program Eligibility**

To access legal services, a household must be low-income and facing court-involved eviction or foreclosure proceedings.

### 2.5 **Program Goals**

1. Provide services with the knowledge and experience necessary to advocate on behalf of tenant.
2. Aid more tenants involved in legal proceedings with the legal support necessary to maintain their housing and prevent homelessness.
3. Negotiate with landlords to reach agreements that avoid a forceful eviction and reduce tenant's eviction court record (payment plan or planned move-out).
4. Help provide education to tenants about their rental rights and the eviction process.
5. Connect clients to other community resource needs as necessary.

### 2.6 **Needs and Requirements**

1. Provider must understand eligibility requirements for the program and provide advice and guidance to tenants experiencing housing instability that could benefit from legal counsel.
2. Provider must understand protections provided to tenants and landlords under State of Wisconsin (WI Stat. CH 704) and administrative rule (WI Admin. Code CH. ATCP 134).
3. Legal Services must be provided by an agency or program partner that employs law professionals or can assemble a skilled and willing group of practitioners licensed to practice law in the State of Wisconsin.
4. Legal assistance must include representation in court proceedings, negotiations with landlords to avoid forced evictions, understanding the eviction process and client rights, and how to resolve issues that could lead to eviction actions.
5. Provider must be willing to connect/refer clients to other community resources as needed.
6. Provider must work collaboratively with other agencies and systems to maximize the overall impact of legal assistance.
7. Provide regular program and demographics reporting to the Dane County Contract Manager for this program, including financial reports.
8. Identify program partners who will provide legal services at court during all eviction related court hearings.
9. Identify clients for referral to legal services partners and ensure successful relationship between the client and legal service provider.
10. Ensure implementation of stipulated court agreement is executed at or prior to the scheduled court hearing or eviction trial.
11. Develop and implement a system to transfer electronic records to Dane County to meet federal program requirements when benchmarks for funding distribution are met.

## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

12. Participate in regular meetings with Dane County staff and the Dane Core 2.0 collaborative as requested by Dane County. 12. Demonstrate that the provider can, through its own efforts or through collaboration with community partners, reach all segments of the population, including underserved populations.
13. Develop and obtain a stipulated agreement with the household's landlord at time of disbursement that maximizes the number of months a landlord will not take any action to remove the tenant due to rent-related reasons, will not raise rent, and to forgive the tenant's back rental balance and/or any late fees over 6 months old.

### 2.7 **Program Reporting and American Rescue Plan (ARP) Funding Compliance**

To comply with federal reporting guidelines, the selected vendor(s) must provide information to its Dane County contract manager monthly that includes the items below. Additional information beyond what is listed below may be requested pursuant to federal guidelines or Dane County guidelines.

- Unduplicated number of households served.
- Demographics of households served.
- Number of forced evictions prevented.
- Number of forced evictions that moved forward.
- Housing retention rate of clients at 6 months.
- Housing retention rate of clients at 12 months.

Additional reporting guidance and Dane CORE 2.0 policy and program information is provided in the attached manual. This document is updated regularly with national and local guidance changes.

Reporting guidelines are provided by the US Treasury and can be found [here](https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/emergency-rental-assistance-program/guidance): <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/emergency-rental-assistance-program/guidance>. Please note these are the most up to date set of guidelines and may change throughout the contract period. You will be notified by the Contract Manager of any changes.

### 2.8 **Invoice and Payment Process**

Invoices must be submitted and payments will be made based on unit cost and number of units provided. The "unit" is described within the Cost Proposal section of this RFP (ie: hourly rate of direct client services). Invoices shall be issued by the Provider to Dane County on a monthly basis.

1. Provider shall issue an invoice upon completion of services and/or delivery of such deliverables within the given time period. Invoices must reference the Dane County purchase order number issued for the services/deliverables described herein. Payment shall be made within 30 days of County's receipt of accepted invoice.
2. Email delivery of invoices is encouraged and preferred – see the Bill To section of the Dane County purchase order.
3. At minimum, each invoice must include the following:
  - a. Provider's Name
  - b. Remit To Address
  - c. Dane County Purchase Order Number
  - d. Detailed Description of the Services Provided

## **SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES**

- e. Period of Time in which Services were Provided
  - f. Rate or Cost of Services per the RFP Cost Proposal and resulting Contract
  - g. Quantity of Services Provided – this unit of measurement is determined by the RFP Cost Proposal and resulting Contract (ie: 45 hours)
4. Only properly submitted invoices will be processed for payment. Any invoice failing to comply with these provisions may be returned for correction and reissue.



## SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

### 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. Section dividers are encouraged.

#### 3.3 Program Description

- a. Describe your proposed program and how it is going to meet the needs described in the RFP. This should be an overview.
- b. Include a timeline for program implementation. Services must begin no later than June 1<sup>st</sup>, 2022.
- c. Include estimates for the number of clients served by the program and client-level outcomes.
- d. Describe in detail how eligibility for legal services will be determined in order to serve households in greatest need of resources.
- e. Identify if the funds in this RFP will be used to expand services or support existing service levels.
- f. Provide your program's mission, goals, and strengths in working with people experiencing housing instability and in need of legal services.
- g. Provide an overview of your organization. Describe the staffing that will be used to meet the needs and expectations described in the RFP. Specify how many staff members will be present during the day and overnight and what their duties and responsibilities will entail.
- h. The proposer shall describe qualifications for staff who would be assigned to the project and indicate whether they are currently employed or positions need to be hired.
- i. Provide information illustrating the administrative capabilities and structure of the agency (i.e. organizational chart) and how the program fits into existing agency operations.
- j. Provide résumés of key staff and copies of licenses, if applicable, and a listing of the board of directors. These may be separate attachments.

#### 3.4 Program Strategies and Activities

- a. Describe the specific strategies and activities to be used to achieve the stated objectives, expectations, and desired outcomes in the RFP. Please be specific

## SECTION 3 – PROPSAL PREPARATION REQUIREMENTS

regarding the performance measurements that will be used to calculate outcomes.

- b. Provide relevant and recent performance measures and outcomes for work done in this area. If the agency has not provided services in this area before, please provide any relevant performance measures for similar services.
- c. Describe in detail how the services outlined in the RFP will interact with and collaborate with other existing and relevant programs to support stability and connection to resources for clients.
- d. Describe in detail your agency's approach to provision of services. Include your proposed client to staff ratio, how frequently staff will meet with clients, and any specialized services your agency staff provide (connections to behavioral health, employment and training, etc.).
- e. Describe the agency's process for responding to customer grievances, complaints, and/or appeals, as well as the agency's service termination policy.

### **3.5 Equity and Inclusivity**

- a. Describe the strategies and activities that will be used to make this program culturally relevant and to promote racial equity.
- b. Describe the specific strategies that will be used to help underserved populations access services provided by program.
- c. Describe the experience and qualification of your agency to provide programs that are welcoming to persons of all backgrounds and cultures. If improvement efforts are underway in this area, please include any explicit plans your agency is undertaking.

### **3.6 Experience and Qualifications for the Proposed Program**

- a. Include your agency's mission statement and discuss how this proposed program aligns with that mission.
- b. Describe the experience and professional qualifications of your agency to provide the proposed program.
- c. Submit 2 - 3 letters of reference on relevant agency letterhead. 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.]
- d. Provide detailed information on any relevant experience working with the target population outlined in this RFP.
- e. Detail specific trainings that staff are provided/will be provided, in particular, trainings focused on progressive engagement, trauma informed care, de-escalation, and/or trainings related to cultural competency.
- f. Provide specific and relevant examples of community collaborations between the applicant and other agencies that provide services in the areas of housing and homelessness, employment and training, and/or health care.

## SECTION 3 – PROPSAL PREPARATION REQUIREMENTS

### 3.7 [Attachment B – Agency Governing Board](#)

### 3.8 [Attachment C – Staff-Board-Volunteer Descriptors](#)

### 3.9 [RFP Cost Proposal and Budget](#)

Download and complete the document titled "RFP 122033 – Cost Proposal". This CostProposal is a separate document and is required to be completed and uploaded as a separate document from the RFP SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS RFP #122033 Document Response. Additional instructions are included within the Cost proposal document