

OUTAGAMIE COUNTY
REQUEST FOR PROPOSAL
FOR
PEER SUPPORT SPECIALISTS FOR FAMILY RECOVERY COURT
FOR
OUTAGAMIE COUNTY

Due By: 2:00 pm CT February 19, 2024

1.0 **Introduction and Background**

Outagamie County's Department of Health and Human Services, Children, Youth, and Families (CYF) Division has formed a multi-disciplinary team to develop a Family Recovery Court (RFC) to provide intensive recovery services and assistance to families who are struggling with alcohol and or drug addiction and have an open child protection case.

This Family Recovery Team is comprised of representatives from the circuit courts, district attorney's office, public defender's office, probation & parole, CYF, and AODA and Mental Health treatment providers and is coordinated by the Outagamie County DHHS CYF Division.

2.0 **Scope of Services**

Outagamie County is seeking Peer Support Specialists who embrace the Family Recovery Court and Child Protection principles and values to join in supporting the participants of this program. Peer Support Specialist services are needed, beginning at the point of enrollment and continuing through completion of the program.

Services provided must include the following:

- Certification as a Peer Specialist
- Draw on own personal lived experience to support, connect and inspire hope with Family Recovery Court participants
- Practice trauma informed approaches
- Cultivate empowering and supportive relationships with Family Recovery Court participants
- Provide information about community and recovery-oriented resources to Family Recovery Court participants
- Communicate effectively with peers, other team members and clinicians of Family Recovery Court participants
- Build supportive connections with participants and helping entities

Contract Term

We are seeking a one-year term to begin at a mutually agreed upon date in 2024 and continue through September 30, 2025. There will be the option for four (4) one-year renewals.

3.0 **Pricing**

Provide a fee schedule for the various positions/tasks and the annual rate to be firm from commencement of contract through September 30, 2025. Include the not to exceed increase for the optional annual renewals.

4.0 **Insurance and Indemnification**

Refer to Attachment A. This form must be completed and returned with the proposal response. A Certificate of Insurance will only be required from the awarded consultant.

5.0 **Proposal Submittal**

To maintain uniformity between proposals, it is required that interested firms submit proposal responses in the following order (all in a single PDF document):

- Cover Letter (maximum of one page) which will reference the firm's primary contact(s) for this project along with their email and telephone number.
- Section 1: Statement of Qualifications – Indicate your firm's particular abilities and qualifications related to this project, addressing both general capabilities and specific capabilities described in the Scope of Services.
- Section 2: Resume(s) of Key Individuals – provide a resume for key individuals who will be assigned to this project.
- Section 3: Project Understanding / Approach – Explain the firm's understanding of the scope of services to be performed and the detailed process that the firm will use to complete this project.
- Section 4: Sub-consultants – Reference any sub-consultants or supporting firms that will be used and the role or service that each firm will provide.
- Section 5: Forms – Include the following; Proposal & Pricing Form, Completed Attachment A and acknowledge of any addenda issued. Additionally in this section, include your fee structure.

Failure to provide all requested information may result in the rejection of a firm's proposal.

6.0 **Evaluation & Interviews**

On a high level proposals will be evaluated on the following:

- Staff Qualifications / Key Personnel
- Project Understanding / Approach
- Schedule
- Cost

Consultants may be requested for a virtual interview with the County's evaluation team.

7.0 **Contact Information**

Technical Information

Kay Kiesling

Manager, Outagamie County Children, Youth, and Families Division

(920) 832-5183

kathleen.kiesling@outagamie.org

Purchasing Policy & Procedure Information
Nicole Schoultz
Outagamie County, Procurement Coordinator
(920) 832-6083
Nicole.Schoultz@Outagamie.org

8.0 Clarification and/or Revisions to the Specifications and Requirements

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s) additional information or clarification. A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda. Outagamie County will post any addenda online at www.outagamie.org under Bids & Proposals then this project. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

9.0 County Reservation

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose.
- d. Outagamie County reserves the right to request clarifications for any proposal.

10.0 Closing Date

Proposals will be received up until 2:00 pm CT February 19, 2024.

11.0 Proposal Submittal

Email proposals to Nicole.Schoultz@outagamie.org

12.0 Taxes

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

13.0 Method of Procurement

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances. After submission of the written proposal, qualified proposers may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.

14.0 Venue

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

15.0 Status of Proposal

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site www.outagamie.org → Bids & Proposals.

OUTAGAMIE COUNTY PROPOSAL & PRICING FORM
Family Recovery Court-Peer Support Specialists

Proposals Due: 2:00 pm CT February 19, 2024

Email Proposals To: Nicole.Schultz@outagamie.org

Include all information as requested in Section 5.0

Firm Name: _____

Authorized Signature: _____

Print Name / Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____