

**EDUCATIONAL/VOCATIONAL ASSESSMENT
MILWAUKEE COUNTY OFFICE OF THE SHERIFF
REQUEST FOR PROPOSAL #6472**

SECTION 1 - INTRODUCTION

- 1.1 The Milwaukee County Office of the Sheriff is accepting proposals from qualified organizations to provide educational/vocational assessment for inmates sentenced to the Milwaukee County Correctional Facility South.
- 1.2 Inmates sentenced to more than 45 days at the County Correctional Facility South (CCFS) are assessed upon admission to determine eligibility for placement in education, vocation or job placement programming. The goal is to complete the assessment process within the inmate's first week of admission.
- 1.3 Vendor will be required to provide testing services on a daily basis (M-F) and test approximately 1,500 inmates during the contract year.
- 1.4 The selected vendor will be required to cooperatively work with other vendors contracted by the Office of the Sheriff who provide academic classes, vocational training and job placement services.
- 1.5 All proposals shall be submitted in accordance with all requirements and specifications included in this Request for Proposal (RFP).
- 1.6 Vendors are responsible for all costs incurred related to the proposal submitted.
- 1.7 The selected vendor will be required to sign a "Professional Services Contract". The term of said contract will be for 12 months, from January 1, 2010 to December 31, 2010. Contingent upon continued funding, that agreement may be renewed for a additional 12 month period, January 1, 2011 to December 31, 2011, and, one additional 12 month period after that, January 1, 2012 to December 31, 2012 unless either party notifies the other in writing of their intent to terminate the contract at the end of the current contract period. Such written notification must be received at least 120 calendar days prior to such termination.

SECTION 2 - PURPOSE AND SCOPE OF PROPOSAL

- 2.1 The purpose of this RFP is to contract with a qualified agency/organization to provide academic testing/assessment, and, have the capability of providing career aptitude and interest inventory assessments.
- 2.2 Inmates sentenced to the County Correctional Facility South must engage in program or work activities on a daily basis in order to earn good time. It is the Office of the Sheriff's intention to assign activities that are appropriate to the inmate's needs as well as

the needs of the institution. Inmate activity/program assignments will be made using information gathered from the County Correctional Facility South Classification team and assessment results.

- 2.3 The agency providing these services will need to conduct testing sessions at the County Correctional Facility South, located in Franklin, Wisconsin. All inmates are classified upon admission to the institution, academic assessment is an element of the inmate classification process.
- 2.4 Assessment results must be shared with Office of the Sheriff staff, as well as other contracted program staff. Minimum academic requirements exist for admission into some of the vocational training programs.
- 2.5 Target population:
The target population will be inmates sentenced to the Office of the Sheriff for a period of 45 days or more.

SECTION 3 - DESIGN SPECIFICATIONS

- 3.1 Vendors will be required to include, at minimum, the following activities under this RFP.
 - A. Academic grade equivalent testing - Vendor must utilize the Test of Adult Basic Education to determine functional grade level for Reading and Math.
 - B. Vocational interest or aptitude assessment - Vendor may be required to utilize instruments, exercises or other activities to assess types of vocations, further education or specific jobs that are appropriately suited for participants. A sample of the instrument or exercise (including interpretive reports, if applicable) must be included with the vendor's RFP response.
 - C. Individual Participant Report - Vendor must include with the RFP response a sample or draft of the individual participant feedback report. In addition to properly identifying the individual, this report must minimally include the following information:
 - 1. Functional grade level equivalents for reading and math
 - 2. Vocational interest, preference or aptitude
 - 3. Summary of participant's significant work history
 - 4. Summary of participant's educational history
 - 5. Immediate vocational/educational goal
 - 6. Remarks or comments
 - 7. Recommendations
 - D. Additional Information - Vendor should include samples or drafts of any other materials, such as consent to test form, waiver and/or release of information forms, and any other materials the vendor feels are required to perform the requested services.
- 3.2 Vendor must be able to provide qualified staff to conduct all assessment, screening and

associated services to meet or exceed all requirements and specifications contained in this RFP.

- 3.3 The safety and security needs of the County Correctional Facility South will dictate assessment session schedules. Generally, sessions will be offered between 7:00 a.m. and 6:00 p.m., Monday through Friday. Assessment sessions may be suspended or terminated for security reasons, or for such other reasons as determined by the institutions administrator.
- 3.4 In addition to the services described in this RFP as minimum requirements, vendors are free and encouraged to propose additional services and/or items to be offered. All such services and/or items must conform to the general guidelines described in this RFP.
- 3.5 All participants will be classified by County Correctional South Facility staff to determine security levels prior to assessment. Decisions to permit participation of terminate or deny access for, any inmate for any service should be made jointly. If a consensus is not reached, the decision of the County Correctional Administrator will be final.
- 3.6 Regularly scheduled meetings with the vendor and County Correctional Facility South staff and other program staff, will be conducted to assess program effectiveness, participant progress and overall program operations.
- 3.7 Vendor is responsible for full professional cooperation, legal and authorized disclosure of information to designated Office of the Sheriff and other organizations and/or individuals identified by the Office of the Sheriff.
- 3.8 Vendor is responsible for providing all materials, books, supplies for all assessment activities and sessions. The Office of the Sheriff's Graphics department will if requested by vendor, provide offset printing and photocopying at cost. Adherence to copyright and licensing requirements is the responsibility of the vendor. All materials, textbooks, supplies and any other items given by the vendor to participants must be screened and approved by County Correctional Facility South prior to use or distribution.
- 3.9 Sessions are to be conducted continuously during the contract.

SECTION 4 - VENDOR REQUIREMENTS

- 4.1 By submitting a proposal the vendor specifically stipulates that goods, personnel and services provided under the contract are in compliance with all applicable laws, codes, rules and regulations governing such services. This includes but is not limited to employment laws, licenses, copyrights, minimum staff qualifications and other legal and binding requirements.
- 4.2 Vendor must submit proof of automobile, worker's compensation and general liability insurance which meet or exceed the coverage amounts specified in the attached sample

Professional Service Contract. Such coverages must be maintained during the life of the contract including renewals. (Attach as Appendix G)

- 4.3 Vendor must provide Federal Tax Identification Number. (Attach as Appendix C)
- 4.4 All employees and agents of the vendor providing service on-site at any Office of the Sheriff's facilities must first be screened and approved by the Office of the Sheriff's administration. This screening may include but not be limited to fingerprinting; a reference check, criminal conviction check and active warrant check. The arrest and/or charging with a criminal act including misdemeanors may result in such staff being immediately barred from the Office of the Sheriff's facilities. Such determination will be made solely by the Office of the Sheriff. In addition, the Office of the Sheriff or his designee reserves the right to refuse entry into the institution for any reason.
- 4.5 Vendor must be able to provide qualified staff to conduct all services indicated in this RFP to meet or exceed all requirements and specifications. All vendor staff providing the program services on site must have minimum experience of one-year full time or equivalent. Experience may be in teaching (academic or vocational instruction) or assessment, or related field. Vendor staff must be qualified and authorized to use and/or interpret any instrumentation used in providing services. Such proof as may be required by the Superintendent or designee to verify these qualifications must be provided.

SECTION 5 - PROPOSAL SUBMISSION AND EVALUATION

- 5.1 All proposals submitted for the services requested by the Office of the Sheriff should be complete and clearly worded and must convey all of the information requested by the Sheriff's Office administration. If significant errors or omissions are found in the proposal, or if the proposal fails to conform to the essential requirements, the proposal will be rejected. When the proposal varies from what was requested, the Office of the Sheriff will be the judge as to whether such variance is significant enough to warrant rejection of the proposal.
- 5.2 Proposals must be received in the offices of the Milwaukee County Clerk, Courthouse Room 105, 901 North Ninth Street, Milwaukee, Wisconsin, 53233 no later than 3:00 p.m., on Thursday, October 15, 2009. It is strongly recommended that the proposal be delivered in person or sent certified mail, return receipt requested. On the outside of the envelope, "Milwaukee County Office of the Sheriff County Correctional Facility South - RFP #6472" must clearly appear.
- 5.3 To be accepted, three copies of the proposal, each bearing an original signature, must be submitted.
- 5.4 All proposals must be valid for at least 120 days from the proposal submission deadline.

5.5 Questions regarding the services, goods and materials to be provided should be directed to:

Jan Brylow - Criminal Justice Program Manager
(414) 226-7061 or 427-4761, 8:00 a.m. - 4:00 p.m., Monday - Friday.

5.6 All proposals submitted will receive fair and impartial consideration. A Professional Services Contract will be awarded to the vendor determined by the Office of the Sheriff to offer the most beneficial and cost effective service and otherwise found to be in the best interest of Milwaukee County. Such determination shall consider:

Annual cost of contract:	40%
Proposed Program:	25%
Experience and Administrative Ability:	25%
D.B.E. Compliance:	10%

5.7 All conditions and requirements of this Request for Proposal and the successful bidder's proposal response shall become part of the Professional Services Contract.

SECTION 6 - PROPOSAL FORMAT (NARRATIVE)

Provide a description of organization, complete project description and financial information. This section is limited to ten, single-spaced, numbered, typewritten pages.

6.1 MISSION AND GOALS

Provide your agency's mission statement and the goals of your agency. Include a description of your agency's overall purpose; its primary target population and the desired outcomes for your clients.

6.2 EXPERIENCE AND ADMINISTRATIVE ABILITY

- A. Describe your agency's past experience in providing academic testing, vocational assessments and job readiness evaluations.
- B. Describe your agency's past experience in serving offenders.
- C. Describe the extent to which your agency's Board of Directors reflect the target population to be served by this program. Attach as Appendix B, a list of current board members including name, address, office held, and the date when their term of service expires.
- D. Describe your agency's experience in meeting federal, state and county administrative requirements.
- E. Attach as Appendix D, an Equal Employment Opportunity Certificate. The applicant

receiving the contract award must agree not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex, handicap or sexual orientation.

- F. As Appendix G, submit your agency's Certificate of Insurance.

6.3 SERVICE DELIVERY PLAN

- A. Describe how your agency intends to provide the proposed services. Assessment session description should include a detailed outline for each assessment component. It should contain all the items being proposed as part of a typical assessment. Include sample copies of the academic test which determines an equivalent grade level, any vocational aptitude/interest instruments, and a copy of the proposed individual participant report.
- B. Identify and describe assessment instruments to be used and the reasons the instruments were chosen. Describe what each instrument will identify and the time it takes to administer and score.
- C. Describe how your agency intends to handle "Special Populations", i.e., non-readers, non-English speaking populations and those inmates with other disabilities.
- D. Describe any proposed goods or services that would complement or enhance the overall educational/vocational assessment program described in this RFP. Such goods and services must be clearly articulated and conform to the same basic format as the other service to be provided. NOTE: Items proposed under this option must be in addition to and not substitutions for the required program elements.

6.4 STAFFING PLAN

- A. Describe your agency's staffing plan for the proposed program. Include the title of each position and the percentage of time each position is devoted to the proposed program.
- B. Attach as Appendix A, an organizational chart of the proposed program, which clearly identifies the staff providing services at the County Correctional Facility South, and how they relate to the rest of your agency, including lines of authority and responsibility.
- C. Describe any special staff qualifications that you require of your staff or, that your staff may possess. Outline your agency's methods for orientating new staff, providing on-going staff training and communicating with staff.
- D. List by name, key staff and include a brief description of their qualifications.

6.5 BUDGET INFORMATION

- A. Total annual cost for the contract period. Annual contract costs cannot exceed this

amount. No claims for any costs or expenses beyond the stated annual costs will be honored without the express written authorization of the Office of the Sheriff. Milwaukee County's sole financial obligation to the successful bidder is limited to the total annual cost for services expressed in the vendor's response to this RFP and rendered under the terms of the contract.

- B. Identify costs in increments of number of inmates assessed.
- C. Identify costs of assessment instruments, including scoring and interpretative costs.
- D. Describe your agencies other current funding sources.
- E. Attach as Appendix F, a copy of your most recent independent financial audit report or Board of Directors approved financial statement.

SECTION 7 - INSTRUCTIONS FOR SUBMISSION

- 7.1 The following are the minimum requirements for proposal consideration and should be submitted in the following order:
 - 1. Cover letter - with original signature
 - 2. Narrative (Proposal Format) - address all questions in Section 6
 - 3. Appendix A - Organizational Chart
 - 4. Appendix B - Current Board of Directors
 - 5. Appendix C - Tax Identification Number
 - 6. Appendix D - Equal Employment Opportunity Certificate
 - 7. Appendix E - Disadvantaged, Minority and Women Business Enterprise Participation Form
 - 8. Appendix F - Copy of most recent independent financial audit report or Board of Directors approved financial statement
 - 9. Appendix G - Certificate of Insurance