

# **Winnebago County, Wisconsin Sheriff's Office**



## **Request for Proposals for Jail Consulting Services**

**RFP# SH03-18**

**Due: February xx, 2018**

**TABLE OF CONTENTS**  
**JAIL CONSULTING SERVICES**  
**RFP# SH03-18**

	<u>PAGES</u>
1.0 INTRODUCTION AND BACKGROUND .....	1
2.0 SCOPE OF SERVICE .....	1
3.0 DELIVERABLES.....	1
PHASE 1 .....	1-2
PHASE 2 .....	2-4
4.0 PRE-SUBMITTAL MEETINGS AND REQUIREMENTS .....	4
5.0 PROPOSAL REQUIREMENTS.....	4-5
6.0 SUBMISSION OF PROPOSALS.....	5
7.0 COUNTY RESERVATION .....	5-6
8.0 COUNTY EVALUATION CRITERIA.....	6
9.0 METHOD OF PROCUREMENT.....	6
10.0 FISCAL FUNDING .....	7
11.0 PAYMENT .....	7
12.0 TIMELINE .....	7
13.0 INSURANCE REQUIREMENTS.....	7
14.0 CONTRACT REQUIREMENTS.....	7
15.0 PUBLIC RECORDS ACCESS.....	8
EXHIBIT A-INSURANCE COVERAGE REQUIREMENTS.....	9
PROPOSAL & SIGNATURE PAGE .....	10

## **REQUIREMENTS FOR JAIL CONSULTANT FOR JAIL EXPANSION STUDY**

### **1.0 Introduction and Background**

Winnebago County Wisconsin (herein referred to as the County) is seeking proposals from qualified consultants to review the current Winnebago County Criminal Justice System and its workload growth, especially jail population growth. This Request for Proposal (RFP) is for a consultant to study historical and current population and demographics, current trends and the effect on future population growth estimates, and solutions on managing jail population growth.

### **2.0 Scope of Service**

- 2.1 The purpose is to develop accurate future jail population and demographic projections taking into consideration the effect of: current and potential alternatives to incarceration, philosophies of criminal justice partners (such as the Courts, District Attorney's Office, Probation and Parole, Police Chiefs, legislative changes and trends, etc.). The goal is to determine future jail population and demographic projections, how existing and new alternatives can be utilized to manage those projections, and a comparison of costs and operating differences from potential solutions.
- 2.2 Part of the deliverables should discuss the adding of additional pods onto the current Winnebago County Jail. This Jail Consulting project will start in budget year 2018.

### **3.0 Deliverables**

- 3.1 Take into consideration the current jail capacity and what will the projected capacity be for the next 15-20 years for this County due to growth beyond the initial years.
- 3.2 The demographic trends need to be considered to determine the amount of minimum, medium, maximum security beds including special needs beds that would be required in the jail.
- 3.3 The following phases would need to be completed in order to make the necessary recommendations:

#### **Phase 1:**

A) Projected inmate population and demographics to include:

- 1) classification levels
- 2) gender
- 3) special needs
- 4) admissions
- 5) length of stay

- B) An analysis of the current usage the following programs, their impact on jail population, and recommendations on changes that would impact jail population:
- 1) 24/7 Drug and Alcohol Programs
  - 2) DHS Diversion
  - 3) Crossroads Program
  - 4) Adult Support Program
  - 5) SSTOP
  - 6) Teen Court
  - 7) Underage Drinking Program
  - 8) Step-Up
  - 9) LEAAP
  - 10) Family Violence Program
  - 11) Drug Court
  - 12) Good Choices
  - 13) Driver's License Reinstatement Program
  - 14) Sexting Diversion Program
- C) Assessment of surrounding Counties and State and Federal agencies that are projected to need bed space.
- D) When the projected population is in place the following variables need to be considered:
- 1) commitment and philosophies from local officials
  - 2) current alternatives to incarceration and the projected impact on jail population
  - 3) other alternatives to incarceration options and the projected impact on jail population
  - 4) the impact of recent legislative changes and trends
  - 5) the utilization of technology to manage population growth / bed space needs
  - 6) future opportunities to contract bed space to reduce tax levy implications
  - 7) how changes to assumptions would impact projections

**Phase 2:**

- E) A survey of the current Jail facility and what an expansion project would look like to address projected growth (for the next 15-20 years) which may include but not limited to:
- 1) staffing levels (sworn and civilian) for facility operation and support (transportation)
  - 2) vendor considerations (healthcare, food service, etc.)
  - 3) utilities
  - 4) future expansion/growth potential
  - 5) transportation service to and from courthouse
  - 6) kitchen
  - 7) laundry

- 8) recreational space
- 9) medical and dental area
- 10) program space
- 11) classrooms
- 12) training and educational space
- 13) visitation area and concepts for electronic visitation
- 14) adequate minimum, medium and maximum security cells
- 15) staffing levels
- 16) annual operational costs
- 17) life cycle costs of initial building and annual operational costs (for the 15-20 years)

F) The survey should also consider the following services for the projected incarcerated inmates:

- 1) education
- 2) religion
- 3) mental health services
- 4) medical and dental services
- 5) chemical dependency programs
- 6) physical wellbeing

G) The survey should consider security needs not only for the inmates but also for the safety of the staff which may consider the following but not limited to:

- 1) cell blocks such as dormitory style with multiple bunk beds, a day room, and shower, toilet facility for minimum risk inmates
- 2) cell blocks such as pod environment, multiple tiers, individual cells, a dayroom, showers, toilets, sinks for medium security inmates
- 3) cell blocks for maximum security inmates which the above items are on an individual basis
- 4) cell blocks for special offenders who suffer from mental illness, chemical dependency or other special needs
- 5) workstation(s) for correctional staff for the above cell block area(s)
- 6) adequate storage space for correctional staff to do their tasks in the above area(s)

H) A survey of the cost of housing inmates out-of-county either in lieu of expansion/renovation or during such a project which may include but not limited to:

- 1) which counties in this area would have room to house Winnebago County inmates
- 2) as counties identified in (a.) above have less available bed space, which counties farther away may have available beds
- 3) what type of per diem could be expected to be charged
- 4) identify costs related to transportation: labor, vehicles, vehicle repair and maintenance, gasoline, larger fleet needed due to increased transports, life-cycle costs of vehicles, etc.

- 5) how the population trend will affect the size, scope, and cost of transporting and housing inmates out of county
- 3.4 Upon completion of each Phase, selected vendor will be required to present their report to the County. This may include department presentations along with community presentations. At a minimum, two presentations are required (the Judiciary and Public Safety Committee and the County Board). These presentations would be on two separate dates.

#### **4.0 Pre-Submittal Meetings and Requirements**

- 4.1 If the Offeror receives this Request for Proposal (RFP) from any source or entity other than the Onvia/Demandstar website, the Offeror is responsible for contacting the Winnebago County Purchasing Department and requesting the Offeror's name be placed on the County's formal planholders list for the project. Failure of the Offeror to notify the Purchasing Department in no way obligates the County to deliver addendum or other information concerning the RFP to the Offeror.
- 4.2 A conference will be held for all interested Offerors on xxxxxday, February xx, 2018, to answer questions regarding this RFP. Offerors planning to attend the conference must notify Laura Forbes at [lforbes@co.winnebago.wi.us](mailto:lforbes@co.winnebago.wi.us) of their intent to do so. They will be provided the location and time of the conference when notifying their intent to attend.
- 4.3 All other questions concerning this RFP must be received by the Winnebago County Purchasing Department in writing no later than February xx, 2018. Direct questions to:

Winnebago County Purchasing Department  
112 Otter Avenue  
Oshkosh, WI 54901  
Fax: (920) 232-3429  
[lforbes@co.winnebago.wi.us](mailto:lforbes@co.winnebago.wi.us)

- 4.4 Replies to questions and any changes/clarifications shall be issued by addendum, delivered to all parties recorded by the Purchasing Department as having received the RFP. Questions received after the deadline indicated above will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

#### **5.0 Proposal Requirements**

- 5.1 Firms responding to this RFP (Offerors) shall indicate in their response how they propose to address the items in section 3.0 above.
- 5.2 Additionally, the following shall be included in each response.
- A) Qualifications to perform the services requested. Descriptions should be provided of previous engagements that demonstrate the capability to perform the requested services.

- B) The basis for the respondent's knowledge of jails. Is it based on market analysis only or experience with clients?
- C) Respondent's knowledge and qualifications regarding the various types of jail systems. Is it based on service provided to clients or obtained through other means?
- D) Resumes of individuals who are proposed to work on this project.
- E) A work plan, including schedule and hours, for addressing the requirements of this request.
- F) Tools or techniques to be employed to develop the needs statement and recommended implementation strategies.
- G) A list of five references that may be contacted by the County to verify the qualifications and work of the individuals that would be assigned to this project. Include contact names and phone numbers.
- H) **In a sealed envelope, provide a total, not-to-exceed cost** for the project and details as to how the total was calculated. Use the Proposal & Signature page to provide the not-to-exceed total amount. An authorized individual using an unduplicated original signature is required to sign the Proposal & Signature Page

## **6.0 Submission of Proposals**

- 6.1 Proposals must be filed in the office of the Winnebago County Purchasing Office, no later than 3:00 PM Central time, **February xx**, 2018. Proposals received after the above hour and date, will be returned unopened to the Offeror.
- 6.2 Mail or hand-deliver proposals to: Winnebago County Administration Building, 4<sup>th</sup> floor, 112 Otter Avenue, Oshkosh, WI 5490. Faxed or e-mailed submittals are not acceptable
- 6.3 The proposals must be sealed and must be plainly marked in the lower left-hand corner of the envelope "RFP# SH03-18 Jail Consulting Services". The name of the Offeror must also be printed on the outside of the envelope.
- 6.4 Offerors shall submit one original, unbound, one-sided proposal along with two (2) additional copies.
- 6.5 All proposals submitted shall be binding for ninety (90) calendar days following the due date, unless the Offerer, upon request of the County, agrees to an extension.
- 6.6 Written requests for withdrawal of proposals is permitted any time prior to the due date and time.

## **7.0 County Reservation**

- 7.1 The County openly solicits the best possible value on all of our Request for Proposals. The County reserves the right to accept or reject, any or all proposals, in whole or in part, as deemed in the best interest of the County.
- 7.2 This request for proposals does not commit the County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- 7.3 The vendor shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the County for any purpose.
- 7.4 The County has the sole discretion and reserves the right to cancel this RFP and to reject any and all proposals received prior to award, to waive or permit cure of minor informalities, errors or omissions prior to the selection of finalist(s), and to conduct discussions with any respondents and to take any other measures with respect to this RFP in any manner which the County, in its exclusive discretion, deems to be in the best interest of County and its beneficiaries.
- 7.5 The County reserves the right to accept any alternate service proposals and to negotiate with any and all Offerers responding to this RFP

## **8.0 County Evaluation Criteria**

- 8.1 Award shall be made to the Offerer whose response to the RFP is deemed to be the most advantageous to the Winnebago County Sheriff's Office after taking into consideration the requirements set forth in this RFP.
- 8.2 Proposals will be reviewed by an Evaluation Committee and scored on the following criteria:

0-10 points	Completeness of the proposal and compliance with requirements
0-30 points	Responses to requirements in Section 3
0-20 points	Previous experience of Offeror including references
0-10 points	Previous experience of individuals that would be assigned to project
0-10 points	Proposed schedule and completion dates
0-20 points	Proposed Cost

## **9.0 Method of Procurement**

- 9.1 After submission of the written proposal, the highest ranking Offerors may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions.



- 9.2 After the interviews (if any), the Offerors will be re-scored on a scale of 0-30 this score will be added to the Offerors previous score and the highest scoring Offeror will be awarded the contract.
- 9.2 Any material amendment or repeal of the same affecting relevant funding or authority of the County shall serve to terminate the contract except as further agreed to by the parties hereto.

**10.0 Fiscal Funding**

- 10.1 Award of this project may be contingent upon the County Board and/or County Executive's approval of funding for the project.
- 10.2 If during any fiscal period the County's legislative or governing authority do not appropriate sufficient funds to pay all payments during the succeeding fiscal period, this Agreement shall terminate and be canceled at the end of such fiscal period. Winnebago County shall provide consultant written notice of any non-appropriation and consequent non-availability of funds sixty (60) calendar days prior to the end of the current fiscal period for which funds are available.

**11.0 Payment**

- 11.1 Payment shall be as follows: 50% of total paid after Phase 1 and remaining 50% paid after successful completion of Phase 2.
- 11.2 Winnebago County is a tax-exempt municipal corporation, under Wisconsin Statute 77.54 (9a). Do not include sales tax in your price proposal.

**12.0 Timeline**

These are estimates and subject to change:

RFP Published	TBD
Pre-Submittal Meeting	TBD
Deadline for Questions	TBD
RFP Due Date	
Interviews (if required)	
Proposal review complete	
Approval by Judiciary Committee	(2 <sup>nd</sup> Monday of month)
County Board approval	(3 <sup>rd</sup> Tuesday of month)
Anticipate Contract Signing	
Anticipated Completion-Phase 1	
Anticipated Completion-Phase 2	

**13.0 Insurance Requirements**

The successful Offeror must provide a certificate of insurance meeting County requirements as stated in Exhibit A.

## **14.0 Contract Requirements**

The successful Provider will be required to sign a standard County contract within 10 days after award. Contractors are encouraged to familiarize themselves with the conditions contained therein. A sample contract can be viewed on the County's website under Purchasing or follow this link:

<https://www.co.winnebago.wi.us/sites/default/files/uploaded-files/psaprovider.pdf>

## **15.0 Public Records Access**

- 15.1 It is the intention to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Proposal records will not be available for public inspection prior to issuance of the notice of intent to award the contract.
- 15.2 A tally of the results will be posted on [www.demandstar.com](http://www.demandstar.com) as soon as an award has been made.
- 15.3 Any proposals submitted in conjunction with this request will become a public record and consequently, open for complete public inspection. If there are confidential or proprietary sections of proposals that should be exempted from this requirement, proposers should include a separate cover letter explaining which what items should be exempted and why. Notification of the County's determination on such requests will be made prior to release of any of the information in the proposal.

**EXHIBIT A**  
**INSURANCE COVERAGE REQUIREMENTS**

- I. Provider shall, furnish County with Certificate of Insurance indicating proof of the following insurance from companies licensed in the State:
  - A. Workers Compensation and Employers' Liability - Workers' Compensation statutory - in compliance with the Compensation law of the State and Employers' Liability Insurance with a limit no less than \$100,000 each accident.
  - B. Comprehensive or Commercial General Liability with a minimum limit of \$1,000,000 per occurrence/\$1,000,000 aggregate combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include, but not limited to, the following coverage:
    - 7.6 Premises - Operations
    - 7.7 Products and Completed Operations
    - 7.8 Broad Form Property Damage
    - 7.9 Contractual
    - 7.10 Personal Injury
  - C. Automobile Liability with a minimum limit of \$1,000,000 per occurrence/\$1,000 aggregate Combined Single Limit for Bodily Injury and Property Damage Liability. This insurance shall include coverage for all of the following:
    - 7.11 Owned Automobiles
    - 7.12 Hired Automobiles
    - 7.13 Non-Owned Automobiles
  - D. Professional Liability with a minimum limit of \$1,000,000 for injury to any person/\$1,000,000 aggregate.
- II. The certificate shall list the Certificate Holder and Address as follows: Winnebago County, Attn: Insurance Administrator, Winnebago County Courthouse, P.O. Box 2808, Oshkosh, WI 54903-2808. The Winnebago County Department(s) involved shall be listed under "Description of Operations".
- III. Such insurance shall include under the General Liability and Automobile Liability policies Winnebago County, its employees, elected officials, representatives, and members of its boards and/or commissions as "Additional Insureds".
- IV. The Winnebago County Insurance Coordinator must approve any exception to these requirements. Submit any requests in writing to Winnebago County Attn: Insurance Administrator, Winnebago County Courthouse, P.O. Box 2808, Oshkosh, WI 54903-2808 or email to [dpetraszac@co.winnebago.wi.us](mailto:dpetraszac@co.winnebago.wi.us)

**PROPOSAL & SIGNATURE PAGE  
RFP# SH03-18 JAIL CONSULTING SERVICES**

We, the undersigned, propose to provide jail consulting services as herein described for the following costs:

**Lump Sum Price \$** \_\_\_\_\_

**Make sure to submit all the materials required under section 5.0 Proposal Requirements**

Expected completion of the service for Phase 1: \_\_\_\_\_ days from receipt of a Notice to Proceed.

Expected completion of the service for Phase 2: \_\_\_\_\_ days from receipt of a Notice to Proceed.

\*\*\*\*\*

Submitted By:

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

*SUBMIT THIS FORM WITH DETAILS ATTACHED IN A SEALED ENVELOPE.  
DO NOT MAIL SEPERATELY.*