

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6109

PROBATION RESIDENTIAL SERVICES

Prepared by:

Washtenaw County
Purchasing Division
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

Anne Strieter, C.P.M.
Senior Buyer





**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL # 6109

September 22, 2003

Washtenaw County Purchasing Division on behalf of the Washtenaw Community Corrections is issuing a proposal FOR Probation Residential Services.

Sealed Proposals: Contractor will deliver one (1) original and five (5) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Room B-35
P.O. Box 8645
Ann Arbor, MI 48107**

by 4:00pm, Wednesday, October 8, 2003

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Please use the attached self-addressed label or the envelope should be clearly marked "**SEALED RFP # 6109**".
- Please direct purchasing and procedural questions regarding this RFP to Anne Strieter C.P.M. at 734-222-6760 or email strietera@ewashtenaw.org
- Please direct technical questions regarding this RFP to Joe Degraff at Community Corrections (734) 973-4716 or email degraffj@ewashtenaw.org

Thank you for your interest.

RFP 6109 PROBATION RESIDENTIAL SERVICES

I. PROPOSAL SPECIFICATIONS

| | | |
|---------------------|---------------------|---|
| Definitions: | "County" | is Washtenaw County in Michigan. |
| | "Bidder" | an individual or business submitting a bid to Washtenaw County. |
| | "Contractor" | One who contracts to perform work or furnish materials in accordance with a contract. |

PURPOSE OF PROPOSAL:

Purpose of the Proposal:

The bidder proposes probation residential services for felony offenders who would normally be sentenced to prison or given a long-term jail sentence. The services are to be provided within the minimum criteria for use of funds appropriated for probation residential services as follows:

1. Offender eligibility criteria:
 - a) Offenders must be convicted of a felony with sentencing guideline scores (SGL) of 0-9 or above. Offenders with sentencing guideline scores <0-6 are not eligible.
 - b) All offenders must meet local target population criteria which indicate the offender is long term jail or prison bound. Long-term jail means a jail sentence of six (6) months or more.
 - c) Probation violators are eligible if there has been formal action regarding the violation (defined as any written approval by a judge). Probation violators with a technical violation and a sentencing guidelines of 0-6> on the original are eligible.
 - d) Referral of probation boot camp graduates must be in accord with the condition of sentence and the Michigan Department of Corrections policies for SAI aftercare services.
2. Probation Residential Services shall be provided in accord with the Minimum Program Standards for Probation Residential Service Programs as adopted by the State Community Corrections Board on January 20, 1994. (See Section III, Vendor Information, Article I).
3. Michigan Department of Corrections provides a maximum of \$43.00 per day per bed. Vendors are encouraged to review costs associated with the provision of services and bid in the most cost efficient manner. Vendors who meet the requirements for Core and Non-Core services, and specification requested in this document, will not be penalized for bidding services at the maximum amount available.

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Washtenaw County is accepting bids for:

Sections:

1. Probation Residential Services for Substance Abusing Offenders (male and/or female).
2. Probation Residential Services for Gender Specific Offenders (ie, male, female such as pregnant, mothers with children, etc.) without a specific focus on substance abuse treatment.
3. Probation Residential Services for Special Needs Offenders (ie, mentally ill, physically ill, or youthful offenders waived to the adult system).
4. Probation Residential Services without a specific focus on substance abuse treatment.
5. Probation Residential Services for short-term average length of stay (ie., probation violators with a 30 day commitment as an alternative sanction in-lieu of jail).

Vendors may bid on one or all of the Sections listed above. If bidding on multiple Sections, one (1) original and five (5) copies must be submitted for each Section. The award selection could be different than outlined above if it is in the best interest of the County. It may be more advantageous to award more than one section to a single vendor.

Criteria for Judging Proposals:

1. Washtenaw County/City of Ann Arbor Community Corrections reserves the right to reject all bids, to waive or not waive informalities in bids or bidding procedures, and to accept any bid determined through the review process to represent the best interest of Washtenaw County/City of Ann Arbor Community Corrections and its clientele. Bids accepted will not necessarily be the lowest bid.
2. All bids will be evaluated by a committee of Washtenaw County/City of Ann Arbor Community Corrections Board members utilizing the following criteria:
 - A. The ability, capacity and skill of the bidder to perform the contract and to provide the services required including a willingness to accept and maintain customers requiring intensive supports; (10 points)
 - B. The previous experience of the bidder in providing services similar to those proposed or in meeting the needs of the target population; (25 points)
 - C. The character, integrity, reputation and judgement of the bidder, based upon objective, verifiable information; (10 points)

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- D. The bidder's history of compliance with applicable laws and ordinances and Department of Corrections guidelines relating to the contract performance required; (25 points)
- E. The quality, creativity and soundness of services proposed by the bidder for the particular program proposed; (25 points)
- F. The number and scope of any conditions attached to the bid; (-5 per condition)
- G. Whether the bidder is presently in default to the County for any reason. (-50 points)
- H. Collaboration with other programs and agencies of the Washtenaw County/City of Ann Arbor Community Corrections system that improve continuity of services for clients. (25 points)
- I. Ability of the bidder to provide on-site (in Washtenaw County) assessments of potential clients and transportation to the facility from Washtenaw County. (20 points)
- J. Agreement of the bidder to negotiate placement issues such as medical costs for a participant's required medication, and or a reduction of the amount billed based on the participant's ability to self-pay. (20 points)

II. VENDOR INFORMATION

The proposal shall include all of the following information (failure to include all the information could result in disqualification).

- A. The vendor's qualifications, years in business, staff profile and experience to provide the services required by Washtenaw County. **(Attach as Addenda A)**
- B. **References:** List three (3) references from current users of your services. References must include name, contact name, address and phone numbers. **(Attach as Addenda B)**
- C. Describe your intake and assessment process. **(Attach as Addenda C)**
- D. State your program's review and/or response policy for violations of conditions of program. **(Attach as Addenda D)**
- E. Describe program phases and give approximate time periods of involvement in the various phases of your program. **(Attach as Addenda E)**
- F. Describe your review process whereby you consider a participant eligible for early release. Washtenaw County requires a 30, 60 and 90 day review for consideration for eligibility for early release based on compliance. **(Attach as Addenda F)**
- G. Describe your policy and plan of action for notification of Washtenaw County/City of Ann Arbor Community Corrections when and if a program referral leaves the program against the advice of staff or is terminated due to a violation of the conditions of your program. **(Attach as Addenda G)**
- H. State your procedure for resolution of problems, ie, communication to Community Corrections staff, Probation, the program participants, etc. **(Attach as Addenda H)**
- I. For those bidding on dual diagnosis or mental health treatment beds, please describe your program curriculum and treatment process. Also provide verification of the licensure of those staff who will be providing treatment services. **(Attach as Addenda I)**

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- J. The State of Michigan - Department of Corrections/Office of Community Corrections has established minimum standards for programming which must be met by probation residential service providers. The standards define **CORE** and **NON-CORE** services as follows:

CORE SERVICES:

1. Room and Board (three meals per day).
2. Security and Supervision, **24 hours per day**, for each day included within the term of this agreement.
3. Programming, which is to include:
 - a. Intake and Assessment
 - b. Case Management
 - c. Referral for appropriate rehabilitative and other services
 - d. Appropriate transportation
 - e. Recreational opportunities
 - f. Structured scheduling of activities
 - g. Financial management counseling

The Bidder agrees to assist residents who are employed or who receive funds from a legitimate source of income in the development of a personal budget.

1. The establishment of a budget through financial counseling is to consider financial obligations to the court, supervision fees, work related transportation costs, child support, necessary work related and personal hygiene items, savings for living expenses upon program completion, spending money and resident contributions.
2. The bidder shall have written policies and procedures governing the budgeting process and the handling of resident funds. Residents' earnings and savings shall not be commingled with program operational funds.

In addition to the "CORE SERVICES" the BIDDER agrees to provide or provide access to a variety of "**NON-CORE SERVICES**" as those services are (or become) available through local agencies. Subject to availability, the "**NON-CORE SERVICES**" will include but not be limited to:

1. Educational Services
2. Substance Abuse Screening and Treatment
3. Employment Related Services
4. Medical Evaluation and Treatment
5. Community Service Work Placement and Supervision
6. Monitoring of Resident Participation in Programming
7. After Care Services

The BIDDER shall provide data/information to Washtenaw County/City of Ann Arbor Community Corrections Advisory Board (WCCCAB) relative to the availability of and offender participation in NON-CORE SERVICES. This data/information shall identify the services which are funded through the per-diem payments and those which are funded through other sources.

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For services funded through other sources, a priority is on providing offenders with access to NON-CORE SERVICES through cooperative arrangements with local job training partnership act agencies, substance abuse coordinating counsels, intermediate and local school districts, community mental health and public health agencies, and other local service providers.

Provide information about the CORE and NON-CORE services your agency will be providing to Washtenaw County program referrals or concur that these service requirements will be met.
(Attach as Addenda J)

- K. Review **IV. Terms and Conditions Section** (pages 5-7) and concur that these conditions will be met.
(Attach as Addenda K)
- L. Review **V. Contract Provisions Section** (pages 7-10) and concur that these provisions will be met.
(Attach as Addenda L)
- M. If your program has received a satisfactory program review, please attach the compliance letter from Washtenaw County Community Corrections, a current staff roster, state your compliance with items K. and L. above, note any program and/or policy changes since your last RFP response, budget and signature pages (12-16) and attach all with a current insurance binder to your coversheet, with your response to item N, and your bid response is complete.
(Attach as Addenda M)
- N. If you have a policy regarding drug testing of staff and/or criminal history/wants and warrants check prior to employment, please clarify that policy.
(Attach as Addenda N)

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III. CONTRACT PROVISIONS

If a contract is awarded, the selected vendor(s) will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

IV. PROPOSAL TERMS

ARTICLE III - REPORTING OF CONSULTANT

Section 1 - The Consultant is to report to Community Corrections and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Consultant must be dated and bear the Consultant's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Consultant's activities during the term of this contract.

Section 5 - When applicable, the Consultant will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Consultant, the County may review any of the Consultant's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)**.

ARTICLE V- PERSONNEL

Section 1 - The Consultant will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Consultant will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Consultant is neither an employee nor an agent of the County for any purpose.

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ARTICLE VI - INDEMNIFICATION AGREEMENT

The Consultant will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Consultant's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Consultant, any sub-Consultant, or any employee, agent or representative of the Consultant or any sub-Consultant.

ARTICLE VII- INSURANCE REQUIREMENTS

The Consultant will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The County shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Consultant shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Consultant and their inadequate insurance coverage. Consultant shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Consultant until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Consultant expires or is canceled during the term of the contract, services and related payments will be suspended. Consultant shall

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furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P.O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Consultant will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX- INTEREST OF CONSULTANT AND COUNTY

The Consultant promises that it has no interest which would conflict with the performance of services required by this contract. The Consultant also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X- CONTINGENT FEES

The Consultant promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Consultant.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Consultant will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer;

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recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Consultant agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Consultant, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.09 per hour with benefits or \$10.66 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2003 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XIII - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Consultant, their successors and assigns. Neither the County nor the Consultant will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XIV - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XV - EQUAL ACCESS

The Consultant shall provide the services set forth in paragraph I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVI - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Consultant. During the performance of the services, the Consultant will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Consultant must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

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ARTICLE XVII - PAYROLL TAXES

The Consultant is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Consultant, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

IV. Proposal Terms

- A. Washtenaw County reserves the right to reject any and all proposals received as a result of the RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the County's specifications and needs.
- B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.
- C. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to-date of Bid. (See Award: Section IV) . .

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- D. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the Bid may result in the cancellation of any award.
- E. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of the RFPs may be adjusted to allow for revisions. The **entire** proposal document with any amendments should be returned with **one (1) original and five (5) copies**. To be considered, original proposal and five copies must be at the County Purchasing Division on or before the date and time specified in the bid announcement.
- F. Proposals should be prepared simply and economically providing a straight-forward, concise description of the bidder's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected, but must be initialed in ink by the person **authorized to sign** the proposal.
- G. Priority will be given to Vendors who are willing to commit to on-site eligibility assessment (ie; Washtenaw County) and who will provide transportation to the respective program from Washtenaw County. Return transportation upon completion of the program is not a requirement of the County.

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V. TERMS AND CONDITIONS

Award:

Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price (See: Low Bidder following), quality of service, the Vendor 's qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a Bid fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a Bid would be awarded, and negotiations would be undertaken with that Vendor whose proposal is deemed to best meet the County 's specifications and needs.

The County intends to award a total of 21 Beds across the six (5) sections as follows:

1. Probation Residential Services for Substance Abusing Offenders (male and/or female)
2. Probation Residential Services for Gender Specific Offenders (ie, male, female such as pregnant, mothers with children, etc.) without a specific focus on substance abuse treatment
3. Probation Residential Services for Special Needs Offenders (ie, mentally ill, physically ill, or youthful offenders waived to the adult system)
4. Probation Residential Services without a specific focus on substance abuse treatment.
5. Probation Residential Services for short-term average length of stay (ie., probation violators with a 30 day commitment as an alternative sanction in-lieu of jail)

Vendors may bid on one or all of the Sections listed above. If bidding on multiple Sections, one (1) original and five (5) copies must be submitted for each Section. The award selection could be different than outlined above if it is in the best interest of the County. It may be more advantageous to award more than one section to a single Vendor.

Compliance with County, State and WCCCAB Policies and Procedures:

The BIDDER shall comply with all of the COUNTY, STATE and WCCCAB's policies, procedures, and standards for Probation Residential Services.

Availability of Records and Access to Facilities:

The BIDDER shall make available for inspection to the COUNTY, STATE and WCCCAB, all records pertaining to the residents and program operations.

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The BIDDER shall allow free access to the physical facilities to authorized representatives of the COURT, the COUNTY, STATE and WCCCAB.

Notification of Program Termination:

The BIDDER shall immediately notify the referring Probation Officer or designee, and the appropriate law enforcement agencies when a resident leaves the program without authorization, or when the BIDDER becomes aware that a resident has been arrested or has otherwise violated the conditions of probation.

Additionally, the BIDDER shall notify the WCCCAB Manager, probation agent or Department of Corrections liaison of a resident's scheduled termination from the program at least two (2) weeks prior to the scheduled termination. The purpose of this notification is to review the progress of the resident while in the program and follow up programming considerations.

Maintenance of Records of Resident Contributions:

The BIDDER shall maintain records of and report all Resident Contributions.

Term of the Bid:

The Bid is for a one (1) year term from date of the award of the Bids and may be renewed for one (1) year based on satisfactory service.

No price increases are allowed during the term of the award of Bid.

If any decrease in the average daily cost per participant is implemented by the Vendor, the Vendor will be expected to pass along savings to the County for any decreases in average daily costs as they may occur. The Purchasing Division and/or WCCCAB will monitor the prices. If it is determined that the Vendor is not passing along the decreases, the Bid may be voided.

Appropriateness of Placement:

In instances when the Vendor accepts a referral into their program, and it is later determined that the placement is an inappropriate referral (i.e., does not meet state mandated guidelines) the Vendor is to notify WCCCAB immediately of the inappropriate referral. The Vendor will be responsible for verifying the appropriateness of the referral prior to placement. The County will not make payments for inappropriate referrals.

The WCCCAB will provide the Vendor with a copy of the Basic Information (BIR) Face Sheet (verifies the appropriateness of the referral) prior to the Vendor accepting the referral.

Right to Purchase, Increase or Reduce the Total Number Awarded:

The number of total beds awarded to the Vendor may be increased or decreased according to need and award of funds from the State of Michigan - Department of Corrections/Office of Community Corrections. The Community Corrections Manager may make the determination to increase or decrease beds based on the above criteria.

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| BID SHEETS |
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SECTION I:

RESPONSE TO: (Check the appropriate box or boxes)

- Sec. 1** Probation Residential Services for Substance Abusing Offenders (male and/or female)
- Sec. 2** Probation Residential Services for Gender Specific Offenders (ie, male, female such as pregnant, mothers with children, etc.) without a specific focus on substance abuse treatment
- Sec. 3** Probation Residential Services for Special Needs Offenders (ie, mentally ill, physically ill, or youthful offenders waived to the adult system)
- Sec. 4** Probation Residential Services without a specific focus on substance abuse treatment.
- Sec. 5** Probation Residential Services for short-term average length of stay (ie, probation violators with a 30 day commitment as an alternative sanction in-lieu of jail)

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SECTION II.

TOTAL NUMBER OF BEDS BID: (MAXIMUM 28)

Washtenaw County reserves the right to split the award or to award in total to any single **Vendor** based on the quality, completeness of response, ability to meet minimum state standards and in some cases, prior compliance with contractual conditions.

AVERAGE COSTS PER BED DAY: A maximum of \$43.00 per bed day is available.

_____ Total Beds Bid (Average Daily Population)

X _____ Average Length of Stay

X _____ \$43 Per Bed Day

= _____ Total of Bid

Sec. 1 Probation Residential Services for Substance Abusing Offenders (male and/or female)

Total Beds Bid: _____ (Average Daily Population)

Sec. 2 Probation Residential Services for Gender Specific Offenders (ie, male, female such as pregnant, mothers with children, etc.) without a specific focus on substance abuse treatment

Total Beds Bid: _____ (Average Daily Population)

Sec. 3 Probation Residential Services for Special Needs Offenders (ie, mentally ill, physically ill, or youthful offenders waived to the adult system)

Total Beds Bid: _____ (Average Daily Population)

Sec. 4 Probation Residential Services without a specific focus on substance abuse treatment.

Total Beds Bid: _____ (Average Daily Population)

Sec. 5 Probation Residential Services for short-term average length of stay (ie, probation violators with a 30 day commitment as an alternative sanction in-lieu of jail.

Total Beds Bid: _____ (Average Daily Population)

SIGNATURE PAGE

| | |
|---------------------------|---|
| _____ Signature | _____ Company Name |
| _____ Print Name | _____ Company Address |
| _____ Title | _____ City St. Zip |
| _____ Telephone # | _____ Fax # |
| _____ Federal Tax ID # | _____ URL/Email Address |

THE ABOVE INDIVIDUAL IS AUTHORIZED TO SIGN ON BEHALF OF THE COMPANY SUBMITTING THE PROPOSAL. PLEASE SUBMIT AN AUTHORIZED SIGNATURE PAGE FOR EVERY INDIVIDUAL WHO IS FISCALLY RESPONSIBLE. (IE. BILLING FORMS, ETC.)

RFP #6109 Probation Residential Services

FY 2000 PROPOSED PROBATION RESIDENTIAL SERVICES – BUDGET DETAIL - BUDGET OF FUNDS FROM THE MICHIGAN DEPARTMENT OF CORRECTIONS, OFFICE OF COMMUNITY CORRECTIONS AND OTHER SOURCES FOR PROGRAMS
 NAME OF LOCAL CCAB: Washtenaw County/City of Ann Arbor
 PROVIDER OF RESIDENTIAL SERVICES:
 FUND/ACCOUNT NUMBER: FEDERAL I.D. NO.

| ACCT. NO. | ACCOUNT DESCRIPTION | ACTUAL PRIOR YEAR FY 2002-2003 | ESTIMATED CURRENT YEAR FY 2003-2004 | PROPOSED FY 2004 | | |
|-----------|---|-----------------------------------|--|------------------|-------|-------|
| | | | | PROG OPER | ADMIN | TOTAL |
| | REVENUES: | | | | | |
| | Probation Residential Services Office of Comm. Corrections | | | | | |
| | CCAB Non-Core Services (for contractual services) | | | | | |
| | County Contribution(s) | | | | | |
| | Client Contributions | | | | | |
| | Other: | | | | | |
| | TOTAL REVENUES | | | | | |
| | EXPENDITURES: | | | | | |
| | Personnel Costs-Program Staff | | | | | |
| | Rent/Mortgage/Lease | | | | | |
| | Utilities, Supplies, Equipment | | | | | |
| | Meals | | | | | |
| | Client Services (list below): ¹ | | | | | |
| | -Cognitive Change | | | | | |
| | -Education | | | | | |
| | -Employment | | | | | |
| | -Mental Health | | | | | |
| | -Substance Abuse | | | | | |
| | -Vocational Training | | | | | |
| | PROB. RES. CENTER ADMIN. | | | | | |
| | Personnel Costs | | | | | |
| | Contractual Services | | | | | |
| | Equip., Supplies, Materials, Travel | | | | | |
| | Total Expenditures: | | | | | |

¹If additional clients are served, prorate this expenditure figure to reflect only those who are residents (probationers).