

SAUK COUNTY, WISCONSIN

REQUEST FOR PROPOSALS

SOBER LIVING SERVICES

**FOR SAUK COUNTY DEPARTMENT OF HUMAN SERVICES
BARABOO, WISCONSIN**

Proposals due by: November 1, 2025

Proposals received after this date and time will be rejected.

Proposals must remain in effect for 60 days from due date.

Address Proposals to:

Sara Jesse
Community Health Manager
Public Health Sauk County
505 Broadway, Ste 372
Baraboo, WI 53913

Sauk County reserves the right to accept or reject any or all proposals, to waive any technicality or error in any proposal or part therein, and to accept the same or combinations, in whole or in part, whichever is deemed to be in the best interest of Sauk County.

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INSTRUCTIONS FOR PROPOSAL SUBMISSION

The proposer is required to either (A) submit their proposal electronically via email to Sara.Jesse@saukcountywi.gov OR (B) submit **three (3) hardcopies** of their proposal in a sealed envelope marked "**RFP: Sober Living Services**" to Sara Jesse, Community Health Manager, Public Health Sauk County, 505 Broadway, Ste 372, Baraboo, WI 53913. All proposals must be received by 4:30pm CST on November 1, 2025. Any proposal submitted after this date and time will be rejected. No faxed or emailed proposals will be accepted.

Proposers are responsible for ensuring that the above office receives their proposal before the deadline. Proposal packets must be clearly labeled with vendor name, return address, proposal title, date and the name of the proposer's primary contact for questions.

Proposals shall be signed with name typed below signature. Where proposer is a corporation, proposal must be signed with the legal name of the Corporation followed by the legal signature of an officer authorized to bind the Corporation to contract.

Proposers must be licensed to do business in the State of Wisconsin when required by law.

INQUIRIES

All questions concerning this Request for Proposals shall be submitted electronically to Sara Jesse, Community Health Manager, Public Health Sauk County. Questions must be received by September 15, 2025. Questions received after this date and time will not be answered. Questions must be e-mailed to Sara.Jesse@saukcountywi.gov and must include "RFP: Sober Living Services" in the subject line.

No verbal explanation or instructions will be given in regard to the meaning of the specifications during the proposal period. Proposers shall bring inadequacies, omissions or conflicts to Sauk County's attention in writing by the question cut-off date and time. If necessary, answers to questions will be provided to all specification holders in the form of an addendum.

ADDENDA

All changes in or interpretations of the Proposal Documents prior to proposal opening will be made by written addenda issued by Sauk County to each recipient of the Proposal Documents on record. All addenda will be issued no later than 72 hours prior to proposal opening. All addenda or notice of addenda will be posted on Sauk County's website.

PROJECTED TIMETABLE

- **Issue Request for Proposals:** August 22, 2025
- **Questions Due:** September 15, 2025
- **Addenda Issued by:** September 29, 2025
- **Proposals Due:** November 1, 2025

- **Evaluation Period:** November 2, 2025 – December 15, 2025
- **Contract Execution:** January 2, 2026

The above schedule is for informational purposes only and is in no way binding upon Sauk County.

GENERAL TERMS AND CONDITIONS

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's proposal, become the property of Sauk County. We will work with vendors to meet their confidentiality requirements, provided that they are within reason. All vendor confidential material must have each page clearly marked as confidential. Wisconsin Public Records Law applies. Sauk County's determination to treat matters as public or confidential under the Wisconsin Public Records Law shall be final.

PROPOSAL AND PRESENTATION COSTS

Sauk County will not be liable in any way for any costs incurred by the proposers in the presentation of their Proposal in response to this Request for Proposals nor for the presentation of their Proposal and/or participation in any discussions or negotiations.

COMPLIANCE WITH REQUEST FOR PROPOSALS

Proposals submitted shall be in strict compliance with the Request for Proposals. Failure to comply with all provisions of the RFP may result in disqualification.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5)(a), sexual orientation, national origin, or military service as defined in §111.355(1), Wis. Stats.

INDEMNIFICATION

The contractor to perform services for Sauk County shall indemnify, hold harmless, and defend Sauk County, its officers, agents, and employees from any and all liability including claims, demands, losses, costs, damages and expenses of any kind and description or damage to person or property arising out of or in connection with or occurring during the course of any agreement between the contractor and Sauk County.

INSURANCE REQUIREMENTS

During the term of this Agreement, Professional shall, at Professional's sole cost, maintain the following insurance:

Comprehensive General Liability Limits: \$1,000,000 bodily injury/ property damage.

Excess Umbrella Liability Limits: \$1,000,000.

Worker's Compensation:

- a. Coverage A: Limits – Statutory
- b. Coverage B: Employer's Liability Limits
- c. Bodily Injury by Accident - \$100,000 each accident minimum
- d. Bodily Injury by Disease - \$100,000 each employee minimum
- e. Bodily Injury by Disease - \$500,000 policy limit minimum

Professional Liability limits: \$2,000,000

Certificates of insurance are required for all policies. The Certificate of General Liability Insurance & Excess Umbrella Liability shall name the Client as an additional insured on the policy and must require that a thirty (30) day cancellation notice be given to the Client. An updated copy of the Certificate must be provided anytime a change is made to any policy. Coverage shall apply as primary with County named as an additional named insured. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution.

CONFLICT OF INTEREST

All respondents must disclose with their proposal, the name of any officer, director or agent who is also an officer or employee of Sauk County. Further, all respondents must disclose the name of any Sauk County officer or employee who owns, directly or indirectly, any interest in the vendor's firm or any of its branches.

CONTRACT REQUIREMENTS

CONTRACT

The documents that will form the contract include the "Request for Proposals", any attachments or addendum and the successful respondent's "Proposal".

APPLICABLE LAW

All contracts are governed under the laws of the State of Wisconsin and are made at Sauk County, Wisconsin, and venue for any legal action to enforce the terms of the agreement will be in Sauk County Circuit Court or the Western District of Wisconsin Federal District Court.

COMPLIANCE WITH LAWS

The Contractor shall give all notices required by and shall otherwise comply with all applicable laws, ordinances and codes and shall, at his own expense, secure and pay the fees and charges for all permits required for the performance of the contract.

TERMINATION FOR DEFAULT

The contract may be terminated by Sauk County, in whole or in part, in writing, whenever the County determines that the Contractor has failed to meet performance requirements of the Contract.

TERMINATION FOR CONVENIENCE

Sauk County reserves the right to terminate the Contract, in whole or in part, by giving the Contractor written notice of at least thirty (30) days prior to the effective date of the termination.

PERMITS, LICENSES AND FEES

The selected vendor shall be responsible for obtaining all permits, licenses, certifications etc. required by Federal, State, County and Municipal laws, regulations, codes and ordinance for the performance of the work required in these specifications.

ASSIGNMENT & SUBCONTRACTING

The selected Contractor will not be permitted to sublet, sell, transfer, assign or otherwise dispose of the contract or any portion therein, or its right, title or interest in, to any person, firm or corporation without the written consent of Sauk County.

RECORDS

The Contractor shall maintain accurate and complete records. All books and records pertaining to the performance of the contract shall be made available at any time during the contract and for three years following the expiration of said contract to the Sauk County Finance Department or any independent auditing firm acting at the direction of Sauk County.

BACKGROUND

Due to the National Opioid Settlement that was reached in February 2022, funding has been made available for abatement of the opioid epidemic in the United States. Sauk County has received an initial settlement and has prioritized the use of settlement funds in the amount of **\$300,000 to expand access to sober living in Sauk County for the period of one year**. Upon successful implementation of the selected one-year proposal, additional settlement funds may be made available for subsequent years of funding at the discretion of Sauk County.

The Sauk County Department of Human Services is managing the RFP process to solicit one or more qualified health and social services agencies to operate one or more Sober Living Residences in Sauk County in the State of Wisconsin for a period of one year. All proposals will be evaluated by a panel of reviewers who will rate each proposal in comparison to the guidelines described in this document. Sauk County anticipates the contract beginning shortly after proposals are selected. The contract shall start no later than March 1st, 2026, unless otherwise agreed to by the parties.

SCOPE OF SERVICES & CORE REQUIREMENTS

\$300,000 is available through this RFP for increasing access to sober living in Sauk County, Wisconsin. The funding available through this RFP is anticipated to be awarded to a single provider. Funds must be allocated for expenditure by the end of calendar year 2026, and the timeline for spending must be approved. Financial updates and outcome reporting will be required. This requirement will be outlined in the contracts that are developed after proposals are identified and selected.

The funding related to this RFP is time-limited and will only cover costs that are approved before the end of 2026. Allowable expenses include capital and start-up costs that allow access to sober living to be expanded. Proposals for using the funding in other ways are also welcome. Applicants should describe a sustainability plan to assure ongoing services into 2027 and beyond. While other opioid settlement funds may be available in the future, it is not possible to predict how this will impact services in 2027.

Contracted providers must use this funding for the abatement of the opioid epidemic. This generally means that sober living providers must target the funding towards people who have struggled with opiate addiction. Providers may serve clients with addictions to other substances but that must be done with other funding sources.

Services must be available in Sauk County and readily accessible to Sauk County residents. The target population for sober living services must be residents of Sauk County who have a primary

diagnosis of substance use disorder and a history of opiate addiction. Clients with co-occurring mental health disorders must be eligible for admission. Clients prescribed medications to treat substance use disorder, such as methadone, buprenorphine and naltrexone, must also be eligible for admission.

Applicants must demonstrate the competence to deliver sober living services in a safe and effective manner. This includes following policies and approaches that reflect current best practices, including harm reduction, access to prescribed medications, and other effective approaches for people who struggle with opiate addiction.

Core Requirements of Sober Living Services Receiving Funding under this Proposal

Applicants should explain in their proposal which, if any, of the following requirements will NOT be met by the Sober Living Services they propose to implement using these funds.

1. Safe, Sober and Drug-free Residence

The physical facility must meet all applicable state and/or local requirements, including Certificate of Occupancy and Life and Safety codes. Required minimum measures:

- Ensure random breathalyzer and urine screening is conducted by staff for all clients. A protocol for random and reasonable suspicion urinalysis must be developed to protect the program from illicit recreational drugs and alcohol
- Ensure periodic checks for contraband are completed in all parts of the program
- Ensure all visitors are appropriately screened and approved by staff prior to entry
- Develop policy indicating conditions under which residents may leave the program facility, voluntarily and involuntarily
- Ensure fire drills are conducted and documented consistently with licensing requirements
- Use an applicant screening process to help maintain a safe and supportive environment

2. Registry

Sober living facilities must meet requirements set forth in the Recovery Residence Registry Approval Process available at <https://www.dhs.wisconsin.gov/regulations/aoda/recovery-registry.htm>. It is preferable that providers be listed on this registry or demonstrate ability to obtain registry approval in the near future.

3. Intake and Assessment

It is the responsibility of the sober living facility to ensure that all admitted residents meet the criteria for admission. The program will obtain appropriate clinical histories from the referring treatment provider and maintain them onsite.

4. Orientation

All newly admitted residents will be given an orientation to the program including:

- Program rules and expectations
- Residents' rights
- Peer run groups
- Grievance policy and procedures
- Drug screening process
- House meeting structure
- Self-help coordination and outpatient treatment program coordination

5. Medical/Health Care

Clients will receive assistance in establishing a medical home and accessing available programs and services.

Medication Assisted Treatment (MAT): Access to MAT is critical in a sober living environment. Proposals must emphasize how access to prescribed medications, including medications for opiate use disorder, is managed within the sober living services.

6. Education Support

All residents will be supported and encouraged in attaining their goals related to their education.

7. Social/Recreational Activities

Staff must encourage participation in physical exercise and recreational activities as part of the healthy lifestyle promoted by the program.

8. Self-Help Meetings

The program will inform residents of the wide range of local treatment and recovery supported services. Self-Help Meetings may be provided on-site. Individuals will participate in Self-Help Meetings as outlined in their person-centered Recovery Plan. Clients will be encouraged to participate in 12-step meetings or similar support groups and obtain a sponsor and a home group in the community.

9. Employment Support

Restoring independence is a primary goal for ongoing recovery. Employment support will be a primary goal of the Sober Living residence:

- Support clients returning to previous employment
- Support unemployed clients in finding employment as soon as possible

- Employment is an expectation for all clients unless medical documentation prohibits work or individual is a full-time student

10. Continuing Care

During stay in the sober living home, planning should be done to prepare for return to independent living. Formal arrangements for continuing substance abuse/mental health treatment must be made before clients complete the program. The contractor will actively assist individuals in obtaining aftercare services.

11. Housing Requirements

All residences must have:

- Privacy for personal hygiene
- Secure closet and storage space for clients' personal property
- Security for valuables, including inventory and receipt system
- Laundry facilities for clients
- Space for privacy
- Meet any zoning and fire marshal regulations

12. Client Rights

All agencies operating Sober Living Residences shall ensure clients' rights are fully protected, including:

- Right to visitation with family and friends
- Right to conduct private telephone conversations
- Right to send and receive uncensored mail
- Right to wear their own clothing
- Right to bring personal belongings
- Right to communicate with personal physician
- Right to practice personal religion

13. Nutrition

The program will establish a plan for meeting basic nutritional needs and special dietary needs of residents.

14. Conflict Resolution

The program must develop a process for Conflict Resolution done under staff supervision and leadership to diffuse tense situations and teach clients to resolve disagreements peacefully.

15. Documentation Requirements

The program staff will document the development and implementation of residents' Recovery Plans and progress. Documentation requirements include:

- Consent for Participation form signed by client
 - Updated face sheet with required information
 - Discharge summary for every client discharged
 - List of referral sources for various client needs
-

MINIMUM REQUIREMENTS FOR SUBMISSION

Complete the attached PROPOSAL FORM as the first pages of your proposal. Minimum requirements for proposal submission shall include all the following areas. **Please limit items 1 through 3 to a total of six pages.**

1. Overview of Proposal (Suggested maximum 2 pages)

Explain how the agency is qualified to deliver the services with specific attention to information listed in the Scope of Services. At minimum, information should include:

- Demonstrated ability to serve the target population
- Evidence of expertise and experience relevant to the services provided
- Agency structure, including director and oversight bodies, number of employees, and other relevant information
- Agency mission, vision, and values
- Certifications held by the agency related to providing sober living
- Familiarity with substance use disorder best practices, including harm reduction approaches
- Agency's demonstrated cultural competence, including access to language resources for clients who do not speak English.
- How services will be sustained beyond the identified funding period

2. Service Delivery (Suggested maximum 2 pages)

Describe the types of services that will be delivered and the process for service delivery, including:

- Criteria for admission/Target sub-populations (e.g, single women, single men, transition-age youth, families)
- If known: sites/locations in Sauk County and specific building(s) where you propose to operate

- Residential/lease agreement and/or service planning process
- Program capacity (number of beds/clients to be served)
- Intake/Assessment process
- How sober living will be readily accessible for Sauk County residents, including how predictable barriers to access (e.g., cost, transportation, family obligations, and similar challenges) are addressed.
- How clients are supported at various stages of their recovery journey, including how harm reduction is integrated into sober living services.
- How prescribed medications, including medications for substance use disorders, are accessible to residents and managed within the sober living services.
- How residents are engaged in the residential environment
- Discharge practices including criteria for discharge and coordination with community resources

3. Proposed Budget and Funding (Suggested maximum 2 pages)

\$300,000 is available through this RFP. Clearly explain how funding would be used. Include the following information:

- Revenue projections based on fee-for-service rates (include in detailed explanation: number of clients, rate, and anticipated length of stay for clients)
- A budget document that includes staff wage, staff fringe benefits, travel expenses, facility costs, and other program expenses, along with a detailed explanation and justification for each category.

5. Quality Improvement Plan (Required, no page limit)

All proposals **must** include a formal plan for identifying, evaluating and improving the quality and quantity of services. This section must include:

- Proposed performance targets, to include both process measures (for example, number of clients served) as well as outcome measures (for example: improved education, employment, and housing; decreased drug use and criminality).
- How these performance targets will be measured, tracked, reported, and evaluated.
- Your agency's process for improving services based on evaluation.

6. Implementation Plan (Required, no page limit)

Applicants must submit an Implementation Plan in chart format that lists activities, deliverables, and planned start and end date for each activity. The plan must cover start-up through program implementation, including hiring of key staff.

7. Staffing Information (Required, no page limit)

Resumes of Key Staff. A current resume for each known staff member must be submitted. If Key Staff is to be hired, include a detailed job description that includes the role and function of the employee.

Screening and Hiring Procedures: provide guidelines to be used in staff screening and hiring procedures

8. Attachments (Optional, no page limit)

Attachments may be added but are not required. Attachments will not substitute for the information requested above. Please limit the use of attachments only to supplement narrative information. This may include copies of program certifications and similar documents.

EVALUATION CRITERIA

Proposals will be evaluated by a panel of reviewers who will rate each proposal based on the following criteria:

1. Agency Qualifications and Experience (25 points)

- Demonstrated experience in providing sober living or similar services
- Agency stability and track record
- Relevant certifications and credentials
- Staff qualifications and experience

2. Program Design and Service Delivery (30 points)

- Comprehensiveness of proposed services
- Evidence-based practices and approaches
- Integration of harm reduction principles
- Medication Assisted Treatment accessibility
- Target population appropriateness
- Quality of implementation plan

3. Accessibility and Barrier Reduction (20 points)

- Geographic accessibility for Sauk County residents
- Financial accessibility and affordability
- Transportation considerations
- Cultural competency and language accessibility
- Strategies to address common barriers

4. Sustainability and Financial Viability (15 points)

- Realistic budget and financial projections
- Sustainability planning beyond initial funding
- Diversification of funding sources
- Cost-effectiveness of proposed services

5. Quality Improvement and Outcomes (10 points)

- Quality of proposed performance measures
- Data collection and reporting capabilities
- Commitment to continuous quality improvement
- Outcome measurement and quality improvement plans

Total Possible Points: 100

Contracts will be awarded to the highest scoring, most qualified, responsible and responsive proposer(s) based on the evaluation criteria above and full consideration of Sauk County's best interests.

PROPOSAL FORM

Please include this completed form as the first pages of your proposal. This Proposal Form does not count toward the page limits set in the section MINIMUM REQUIREMENTS FOR SUBMISSION. Submit your proposal via email OR submit **three (3) hardcopies** of your proposal as detailed on page 2 of this RFP.

Address Proposals to:

Sara Jesse
Community Health Manager
Public Health Sauk County
505 Broadway, Ste 372
Baraboo, WI 53913

Email: Sara.Jesse@saukcountywi.gov

I (We) _____,

☐ (A Corporation) ☐ (A Partnership) ☐ (An Individual)

A Bona Fide Proposer, have received the specifications prepared by Sauk County for the above referenced project. I (We) have also received Addenda Nos. _____, and have included their provisions in this Proposal.

I (We) have examined the Specification Documents noted above, and agree to enter into and execute a contract, if awarded, on the basis of this Proposal.

Proposal for Sober Living Services

Program Capacity: _____ beds for ☐ Men ☐ Women ☐ Families

Anticipated Program Start Date: _____

Recovery Residence Level: ☐ Level I ☐ Level II ☐ Level III ☐ Level IV

Target Sub-Population(s): ☐ Transitional Aged Youth ☐ Families ☐ Single Adults
☐ Other: _____

Additional Funding Sources Pursued: ☐ Yes ☐ No

If yes, specify: _____

Recovery Residence Registry Status:

☐ Currently registered ☐ Will obtain registration ☐ Application in process

List any deviations or additional information in your proposal.

Core Requirements of Sober Living Services Receiving Funding under this Proposal:

I certify that the Sober Living Services described in the attached proposal will meet all 15 of the Core Requirements listed on pages 7-10 of the *Request for Proposals: Sober Living Services*:

☐ Yes ☐ No

If no, in your proposal please specify which of the requirements will not be met and explain.

Reporting and Record Keeping:

I (We) acknowledge understanding and ability to comply with the following 4 requirements:

☐ Yes ☐ No

1. Submit monthly data reports to monitor program activities, client demographics, program performance, and outcomes. I understand that Sauk County will be involved in setting these measures.
2. Submit other data reports, to be specified in contract should my proposal be accepted.
3. Keep records of Consumer Reporting Forms (CRF) on admission and discharge.
4. Submit financial reporting forms, to be specified in contract should my proposal be accepted.

Proposal prepared by:

Signature

Print Name & Title

Company: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Project Manager/Primary Contact: _____

Date: _____

This completes the Request for Proposals for Sauk County Sober Living Services. Please ensure all required sections are completed and submitted by the specified deadline.