

**TETON COUNTY, WYOMING  
TOWN OF JACKSON, WYOMING  
HUMAN SERVICE PLANNING  
REQUEST FOR PROPOSALS**

January 2, 2019



# OVERVIEW

## 1. Project Purpose

Teton County, Wyoming and the Town of Jackson, Wyoming intend to enter into a contract with a consultant to develop and create a Human Service and Resource Allocation Plan for Teton County.

Teton County and the Town of Jackson are seeking a qualified professional for the provision of the following services.

A consultant needs to have knowledge and experience in:

- Meeting facilitation (including large community workshops and forums)
- Vision and mission development
- Strong written and communication skills
- Plan Development

## 2. Project Background

Teton County and the Town of Jackson have long demonstrated a commitment to funding Health and Human Services organizations. Many organizations have received funding annually, while funding to others has been less consistent. Over the last ten years, total contributions to Health and Human Services organizations by the County and Town have increased nearly 25%. During the last few years the Human Services agencies in Teton County have experienced deep budget cuts from the State of Wyoming. Despite making up some of the cuts through private fundraising and additional funding from the County and Town, Human Services organizations still face budget cuts. A number of initiatives have been implemented in response to the issue, including increases in private fundraising, development of a White Paper to describe the problem, and a commitment from the elected officials to elevate the problem. The elected officials are now seeking the development of a plan that will provide strategic direction for community planning and prioritization related to health and human services, and help inform and direct future funding decisions.

## 3. Project Scope, Timeline and Deliverables

The consultant will report to the Board of County Commissioner's Administrator during all phases of the project (see Section 4. Progress Reporting). Throughout the project the consultant is expected to gain core committee, community, and stakeholder input. The project scope is to include, but is not limited to:

### 1. Phase 1: Research/Development

Timeline – April 2019.

Deliverables:

- Review community documents including, but not limited to: local agencies' strategic plans, state statutes, Systems of Care White Papers, community health needs assessments, Mental Health report and statewide needs assessments.
- Recommend/Invite organizations to participate in a Core Committee for the duration of the project.

### 2. Phase 2: Public Input, Core Committee/Stakeholder Involvement

Timeline – May/June 2019

During this phase the consultant will gain input from the public, identified Core Committee members and stakeholders for the direction of the Human Service and Resource Allocation Plan.

Deliverables:

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in the Human Service Plan development process.
- Assure the residents and core committee members are provided an opportunity to participate in the development of this plan.

- Conduct at least (2) two public community meetings and a minimum of (2) two focus groups (participants to be determined) and individual core committee member interviews.
- Act as facilitator to gather specific information about services, use, preferences and any agency strengths, weaknesses, opportunities and threats.
- Provide well organized and directed activities, techniques and formats to ensure a positive, open and proactive public participation process is achieved.
- Provide written records and summaries of the results of all public processes and communications strategies.
- Help to build consensus and agreement on the plan and if consensus is not possible, provide information for informed decision making by the Core Committee.
- Provide methods to hear from as many people as possible, including users and non-users of the services.

3. Phase 3: Vision and Mission Development

Timeline: May/June 2019

Conduct a community workshop in order to develop a shared vision for Human services in the Town of Jackson and Teton County.

Deliverables:

- Identify, describe and implement a comprehensive strategy and methodology for citizen involvement in the vision and mission development process.
- Assure the residents and Core Committee members are provided an opportunity to participate in the development of this plan.
- Conduct at least (1) one public community meeting to gain input for the development of the vision and mission statements.
- Act as facilitator to gather specific information about development of vision and mission statements for the plan.
- Provide well organized and directed activities, techniques and formats to ensure a positive, open and proactive participation process is achieved.
- Provide written records and summaries of the results of all public processes and communications strategies.
- Help to build consensus and agreement on the vision and mission statements and, if consensus is not possible, provide information for informed decision making by the Core Committee.
- Provide methods to hear from as many people as possible, including users and non-users of the services.

4. Phase 4: Human Service Forum

Timeline: July 2019

Human Services Forum – To help guide the decision-making process for the Human Services Plan.

Deliverables:

- Hold a Human Service Forum to inform the development of the Human Service Plan.
- Present stakeholders and core committee with vision and mission statements, and community concerns for human services and resource allocation plan.
- Provide well organized and directed activities, techniques and formats to ensure a positive, open and proactive participation process is achieved.
- Provide written records and summaries of the results of process and communications strategies.
- Help to build consensus and agreement to direct Policy decisions of the Human Service and Resource Allocation Plan.

5. Phase 5: Human Service Plan

Timeline: September 2019

Human Service Plan – A comprehensive, community human service plan for the Town of Jackson and Teton County that incorporates all the above activities and information and other studies and plans conducted (i.e. Mental Health Assessment). The focus of this plan will relate to policy level decisions.

Deliverables:

- Development of a Human Service Plan to inform the County and Town on identified policy related issues.

6. Phase 6: Resource Allocation Plan Development

Timeline: November 2019

Develop a resource allocation plan that will support the shared Vision/Mission and address community human service needs.

Deliverables:

- Research funding models and funding options.
- Conduct stakeholder and Core Committee meetings to assist in development of a resource allocation plan.
- Act as facilitator to gather specific information about development of resource allocation plan for human service organizations.
- Provide well organized and directed activities, techniques and formats to ensure a positive, open and proactive participation process is achieved.
- Provide written records and summaries of the results of process and communications strategies.
- Help to build consensus and agreement on the resource allocation plan and, if consensus is not possible, provide information for informed decision making by the Core Committee.

#### 4. Progress Reporting

The consultant and the Board of County Commissioner’s Administrator shall hold progress meetings as often as necessary, but no less than once per month until the final plan is approved by the elected officials. The consultant shall supply the Administrator with at least (1) one copy of all completed or partially completed reports, studies, forecasts, maps, notes or plans as deemed necessary by the Administrator at least (3) three working days before each progress meeting. The Administrator shall schedule the meetings, as necessary, at key times during the development of the Human Service and Resource Allocation Plan.

#### 5. Submittal Content/Qualifications

Submittal Qualifications:

Consortiums, joint ventures, or teams submitting offers will not be considered responsive unless it is established that contractual responsibility rests solely with one individual, firm, or corporation. Teton County will contract with one Entity only in conjunction with the services solicited in this Request for Proposals (RFP).

Submittal Content:

Consultants shall adhere to the following format and content in their submittal:

1. Identification of the Submitting Entity. State the name of the firm, mailing address, telephone number, email address, and individual authorized to negotiate on behalf of the firm. (1-page maximum)
2. Work Plan. Describe in detail the proposed work process that will be developed to provide the required services in Section 3. Describe how required services will be complete within the timeline established in Section 3. (10 pages maximum)
3. Experience. Provide specific and detailed examples of direct experience with Human Services, human service plan development, group facilitation, consensus building, comprehensive planning and resource allocation. Please highlight work performed in Wyoming and in resort and/or commuter communities. (5 pages maximum)

4. Innovation. Identify and describe in detail experience with a variety of approaches to Human Service funding and requirements that may be useful to the community (must be included in the proposed Work Plan).
5. Personnel and Staffing Plan. Identify and provide resumes for all personnel who will have responsibility for service provision. Indicate the level of effort each staff person shall have in providing each service. Indicate the organization of the proposed team, specifically identifying the proposed Project Manager. Explain how the team will be organized to ensure adequate communication and performance among the personnel/firms in the team arrangement. Provide a brief overview of the firm's qualifications to undertake this assignment. The County and Town are expressly interested in the firm's experience and qualifications of providing professional services for this specific project. Lengthy explanations of completed, yet unrelated, projects will not be considered. (10 pages maximum)
6. References. Provide a list of current and past clients for which your firm has performed work of a similar nature. For each reference, include a contact name, phone number and email address. Briefly describe the work performed for each reference. Include a minimum of three references and no more than five.
7. Cost Proposal. Please provide a cost proposal (e.g., task hours and staff billing rates with inclusion of expected travel costs, project-related expenses, contingency, and not-to-exceed) for each task. This section should be submitted in a separate sealed envelope.

## 6. Proposal Response

Each consultant shall submit one (1) printed copy of the complete submittal and one (1) electronic copy in a PDF-format. All submittals must be received by Teton County Administration by 4:00 P.M. MST, Wednesday, January 30, 2019, 200 S. Willow Street, Jackson, Wyoming, 83001. Submittals shall be valid for a period of ninety (90) days from receipt by the County. Submittals received after the date and time specified above shall be disqualified from consideration. Late submittals shall be returned unopened. Qualifying submittals shall be opened on Thursday, January 31<sup>st</sup>, at 9:00 A.M. MST in the Teton County Administration offices, 200 S. Willow Street, Jackson, Wyoming, 83001. The public is invited to attend.

Responses to this RFP should be submitted via Federal Express, United Parcel Service, or hand delivered to:

Alyssa Watkins  
Teton County Government  
P.O. Box 3594  
200 S. Willow Street  
Jackson, WY 83001  
Phone Number: (307) 733-8094

All questions and requests for additional information shall be directed to Alyssa Watkins, BCC Administrator via e-mail only at [awatkins@tetoncountywy.gov](mailto:awatkins@tetoncountywy.gov)

## 7. Additional Information

The solicitation does not commit Teton County to award a contract, to pay any costs incurred with the preparation of a proposal, or to procure or contract for services or supplies. Teton County/Jackson reserves the right to accept or reject any or all proposals received in response to the request, to negotiate with any qualified source, or cancel in whole or part this proposal process if it is in the best interest of the County or Town to do so. Subsequent to contract negotiations, prospective consultants may be required to submit revisions to their proposals.

Postponement or Amendment:

The County and Town reserve the right to amend any portion of the RFP. Copies of such amendments shall be made available to all prospective, interested consultants via e-mail. Where such amendments require changes in the submittal requirements, the final date for submission may be extended.

Cost of Submittal Preparation:

Any costs incurred by the consultant in responding to this RFP in anticipation of receiving a contract award shall be the responsibility of the Entity submitting the response. The County and Town shall not reimburse the Entity for any such expenses.

Schedule of Submission and Review:

The Selection Committee, after its initial review and scoring, may elect to select a successful submittal. Conversely, the Selection Committee may elect to contact short-listed applicants to ask for final and best offers, pursuant to the Teton County procurement policy. After scoring all submittals (and all final and best offers, if applicable), the Selection Committee shall make a recommendation to the Board of County Commissioners and Town Council regarding the successful submittal. The Board of County Commissioners and Town Council will formally award the project and Teton County will enter into a contract with the consultant.

Acceptance:

This RFP provides interested professionals with the necessary information to enable them to prepare and submit information for consideration by the County and Town.

The County and Town reserve the right to enter into further discussions with any consultant based solely on the initial response to this RFP along with the right to negotiate the cost with the selected consultant if it is deemed to be in the best interest of the County and Town.

If the County and Town is unable to negotiate a final scope of services and professional fee with their first choice, they reserve the right to negotiate with other consultants that submitted a response to this RFP.

Items to be provided by the Department:

- A project representative
- Copies of all existing studies, plans, programs and other data including the Teton County/Jackson Comprehensive Plan and access to all applicable records
- Assistance with on-going community meetings

## 8. Project Schedule

The County and Town intend to follow the schedule outlined below. However, the County and Town reserve the right to revise the review schedule at their sole discretion.

January 2, 2019	Request for Proposal distribution
January 30, 2019	Request for Proposal due date, 4:30 PM MST
February 1, 2019	Completion of RFP evaluation by the committee
Week of February 4th, 2019	Interviews with short-listed firms (if necessary)
March 5, 2019	Award of Contract with Teton County
March 8, 2019	Notice to Proceed
December 30, 2019	Project Completion

## 9. Submittal Evaluation Criteria

A selection committee, consisting of two representatives from each of the following: Human Services Sector; The Town of Jackson; and Teton County shall evaluate the submittals based upon the following criteria:

	Rating	Weight	Score
1. Criteria One - Submittal Format			
Appearance, followed			
Instructions, Professional	_____	5	_____
2. Criteria Two - Work Plan and Schedule			
Methods employed, understanding			
What is wanted, methodology,			
Scheduling, time control	_____	10	_____
3. Criteria Three - Experience and Innovation			
Responses of Past Clients	_____	5	_____
4. Criteria Four - Personnel and Staffing			
And (Corporate Qualifications)			
Experience and qualifications of			
Key personnel assigned to this			
Project, Recent experience,			
Company structure	_____	5	_____
5. Criteria Five – Estimated Project Costs			
In line with work proposed	_____	5	_____
		Total Score	_____

Rating Points: 10 – Excellent; 7.5 – Good; 5 – Satisfactory; 2.5 – Marginal; 0 – Unsatisfactory