

JEFFERSON COUNTY, WISCONSIN



REQUEST FOR PROPOSALS

Jefferson County Human Services
Development of Sober Living Facility
Watertown and Jefferson Locations

Issued: September 3, 2026
Responses Due: October 15th, 2026

**2026
REQUEST FOR
PROPOSALS:
DEVELOPMENT OF SOBER
LIVING LOCATED IN
JEFFERSON COUNTY
JEFFERSON COUNTY HUMAN SERVICES
DEPARTMENT JEFFERSON, WISCONSIN**

Jefferson County Human Services is seeking proposals from qualified organizations for the development of sober living facilities in both the City of Watertown and the City of Jefferson. This Request for Proposals (RFP) outlines the requirements and expectations for bidders interested in supporting our mission to provide safe, supportive housing to individuals in recovery. All submissions will be evaluated based on the criteria detailed herein to ensure the best outcomes for our community.

Proposals due in Jefferson County Human Services by: **October 15th, 2026**

Proposals received after this date and time will be rejected.

Address Proposal to:
Human Services Director
Jefferson County
1541 Annex Rd
Jefferson WI 53549

Jefferson County reserves the right to accept or reject any or all proposals and to waive any technicality or error in any proposal if Jefferson County determined that doing so is in its best interest.

Contracts will be awarded to a responsive, responsible bidder whose proposal is determined to be the most advantageous to Jefferson County in the County's sole discretion, taking into consideration the scope of the work provided involved, time of delivery, competency of bidder, bidder's ability to render satisfactory service, and past performance.

In determining the responsiveness and responsibility of the bidder, the following shall be considered when applicable: the ability, capacity, and skill of the bidder to perform as required; whether the bidder can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the bidder; the quality of past performance by the bidder; the previous and existing compliance by the bidder with related laws and regulations; the sufficiency of the bidder's financial resources; the availability, quality, and adaptability of the bidder's equipment, supplies, and/or services to the required use, etc.

The County reserves the right to request additional information as may reasonably be required to further investigate the qualifications of the bidder as deemed appropriate, including conducting interviews, reference checks, and criminal and financial background checks.

INSTRUCTIONS FOR PROPOSAL

The bidder is required to submit one (1) copy electronically via BrentR@Jeffersoncountywi.gov and submit five (5) hardcopies of their proposal in a sealed envelope addressed as following:

Sober Living RFP-Human Services Director

1541 Annex Road

Jefferson, WI 53549

All bids must be received by **12:00 p.m. / NOON (local time) October 15th**

Any bid submitted after this date and time will be rejected. No faxed bids will be accepted.

Bidders are responsible for ensuring that the above office receives their bid before the deadline. Proposals must be clearly labeled with vendor name, return address, bid title, date and the name of the bidders' primary contact for questions.

Proposals shall be signed with name typed below signature. Where bidder is a corporation, bid 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.

Bidders 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 **in writing** to BrentR@Jeffersoncountywi.gov, Human Services Director. Clearly mark the e-mail: "Questions for RFP-Sober Living Facility" in the subject line. Questions must be received by **12:00 noon (local time), October 15th, 2026**. Questions received after this date and time will not be answered. Mailed, faxed, or verbal questions will not be accepted.

Answers to written questions will be published in the form of an addendum and posted on the Jefferson County website at: <http://www.jeffersoncountywi.gov/rfp>. It is the responsibility of all interested bidders to access the website for this information. Calls for assistance with the website can be made to 920-674-7101.

The County prohibits communication initiated by the bidder to any County official, representative, or employee evaluating or considering the proposals, prior to the time a decision has been made.

ADDENDA

All changes in or interpretations of the Request for Proposals prior to the proposal deadline will be made by written addenda issued by Jefferson County. All addenda will be issued no later than 72 hours prior to the proposal deadline. All addenda or notice of addenda will be posted on Jefferson County's website.

PROJECTED TIMETABLE

Issue RFP	9/3/2026
Questions Due	9/15/2026 –12:00 noon
Proposals Due	10/15/26 - 12:00 Noon
Evaluation Period	10/15/26 – 10/22/26
County Board Approval (if required)	11/10/26
Estimated Contract Execution	11/11/26

Vendors not involved in the final selection process will be notified in writing. The above

schedule is for informational purposes only and is in no way binding upon Jefferson County.

PROPOSAL OPENING

Details of each proposal, including proposed fees and services, will not be announced at the time of opening. To the extent possible, it is the intention of Jefferson County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure in the opinion of Jefferson County.

VENDOR SUPPLIED DOCUMENTATION AND MATERIALS

All vendor-supplied materials, including the vendor's bid, become the property of Jefferson County. We will work with vendors to meet their confidentiality requirements, provided that they are within reason. If any part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Public Records Law, please clearly designate that material as confidential. *Prices always become public information when bids/proposals are opened and therefore cannot be kept confidential.* Jefferson County shall determine in its sole discretion whether materials must be disclosed in accordance with Wisconsin Public Records law.

PROPOSAL AND PRESENTATION COSTS

This RFP does not commit the County to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. Jefferson County reserves the right to accept or reject any or all proposals received as a result of this request, request additional information, waive minor irregularities in the procedure, negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

IMPLIED REQUIREMENTS

Products and services that are not specifically addressed in this Request for Proposals, but which are necessary to provide functional capabilities proposed by the offeror, must be included in the proposal.

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. This provision shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the non-discrimination clause

INDEMNIFICATION

The contractor to perform services for Jefferson County shall indemnify, hold harmless, and defend Jefferson 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 Jefferson County where such liability is founded upon or grows out of the acts, omissions, negligence or misconduct of any agents or employees of the contractor.

INSURANCE REQUIREMENTS

The Contractor further agrees that in order to protect itself and County it will at all times during the term of this agreement keep in force and effect worker's compensation, comprehensive general liability, and auto liability insurance policies by a company or companies authorized to do business in Wisconsin with minimum limits of:

Commercial General Liability	Per Occurrence: \$2,000,000
Auto Liability	Per Occurrence: \$1,000,000
Workers' Compensation	Statutory Limits

The Contractor's Coverage shall apply as primary and non-contributory with County named as an additional named insured. Contractor shall also provide a copy of the additional insured endorsement. Contractor shall furnish satisfactory proof of insurance to County prior to the date of Contract Execution or commencing work for the County.

MODIFICATION AND WITHDRAWAL

After receipt by Jefferson County, proposals may only be amended by submitting a later dated proposal that specifically states that it is amending an earlier proposal. Bidders may withdraw proposals at any time before the proposal opening. No proposal may be withdrawn or modified after the date scheduled for opening proposals. .

PROOF OF COMPETENCY OF BIDDER

Any bidder may be required to furnish evidence satisfactory to Jefferson County that the bidder and proposed subcontractors have sufficient means, expertise, financial ability, and experience in the types of work bid to assure completion of the Contract in a satisfactory manner.

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 Jefferson County. Further, all respondents must disclose the name of any Jefferson County officer or employee who owns, directly or indirectly, any interest in the vendor's firm or any of its branches. Failure to disclose this information will result in disqualification of Proposal and/or cancellation of Contract. Jefferson County reserves the right to seek damages for recoupment of losses in having to re-let or reassign.

DEVIATION AND EXCEPTIONS

Deviations and exceptions from terms, conditions, or specifications herein will be described fully under the bidder's letterhead, signed, and attached to the proposal. In the absence of such statements, the proposal will be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.

DISQUALIFICATION

Jefferson County reserves the right to disqualify proposals, before and after opening upon evidence of collusion with the intent to defraud or other illegal practices upon the part of the bidder.

Award will not be made to any Bidder in default of a Contract with Jefferson County, or to any Bidder having as its agent or employee, any individual previously in default or guilty of misrepresentation.

DEBARMENT

The Contractor certifies through signing their bid that neither the Contractor nor any of its principals are debarred, suspended, proposed for debarment or declared ineligible by any federal department or agency. In addition, the Contractor shall notify Jefferson County within five business days in writing by certified mail if the Contractor or its principals receive a designation from the federal government that they are debarred, suspended, proposed for debarment, or declared ineligible by a federal agency.

TAXES

Pursuant to Wisconsin Statutes Section 77.54(9m), certain building materials and other eligible items may be purchased for this project by the County without the requirements to pay the regular sales or use tax. When permitted under Wisconsin Statutes Section 77.54(9m), the bidder will exclude sales or use tax on building materials and other eligible items.

CONTRACT REQUIREMENTS

CONTRACT

In the event of an award, the contents of this RFP (including all attachments), RFP addenda and revisions, the Proposal from the successful bidder as accepted by the County, Jefferson County's Standard Terms & Conditions, and any additional terms agreed to in writing by the parties shall be incorporated into the attached Contract. Failure of the successful bidder to accept these elements may result cancellation of the award.

STANDARD TERMS & CONDITIONS

All contracts shall be subject to Jefferson County's Contract for Services and Standard Terms and Conditions (Exhibit A). The bidder shall not submit its own Contract document as a substitute for the County's Standard Terms & Conditions. Bidders shall accept all terms and conditions or submit point-by-point exceptions along with proposed alternative language for each point. The County reserves the right to negotiate the contractual terms and conditions or reject the bidder's response and proceed to the next qualified bidder.

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 and to conform with the requirements of said legislation. The selected vendor must apply with Department of Health Services and obtain Recovery Registry status.

PUBLIC ENTITIES CRIMES

A person or affiliate that has been convicted of a public entity crime is not allowed to submit a Proposal for this contract.

PUBLIC RELATIONS IMAGE

Selected vendor's personnel shall at all times handle complaints and any public contact with due regard to the County's relationship with the public. Any personnel in the employment of the selected vendor involved in the execution of work that is deemed to be conducting themselves in an unacceptable manner shall be removed from the contract at the request of Jefferson County.

PUBLICITY RELEASES

Contractor agrees not to refer to award of this contract in commercial advertising in such a manner as to state or imply that the products or services provided are endorsed or preferred by Jefferson County. The contractor shall not have the right to include the County's name in its published list of customers without prior approval of Jefferson County. The contractor further agrees not to publish or cite in any form, any comments or quotes from County staff.

VENDOR'S RELATIONSHIP TO JEFFERSON COUNTY

It is expressly agreed and understood that the successful vendor is in all respects an Independent Contractor as to the work, and the vendor is in no respect an agent, servant or employee of Jefferson County. The contract will specify the work to be done by the vendor, but the method utilized to accomplish the work shall be the responsibility of the vendor.

The vendor provider agrees that Jefferson County Human Services will be explored as the primary treatment provider for residents residing at the sober living facility.

DEFICIENCIES

In the event that Jefferson County determines that there are deficiencies in the service work provided by the vendor under the contract, Jefferson County shall notify the vendor in writing as to the precise nature of any such deficiencies. Within ten (10) working days of receipt of such notice, vendor shall take responsible steps to correct any deficiencies.

WORK CHANGES

Jefferson County reserves the right to order work changes in the nature of additions, deletions or modifications without invalidating the Contract.

DEVELOPMENT OF SOBER LIVING FACILITY

A. 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. Jefferson County has received an initial settlement, and the Jefferson County Board of Supervisors approved the Jefferson County Opioid Settlement Funds.

Jefferson County Human Services Department (JCHSD) is managing the RFP process for the specific priority area of: Development of Sober Living. JCHSD invites applicants who are able to create/develop a sober living facility located in Jefferson County. All proposals will be evaluated by a panel of reviewers who will rate each proposal in comparison to the guidelines described in this document.

B. CONTRACT COMMENCEMENT

Jefferson County anticipates the contract beginning shortly after proposals are selected. Therefore, contracts are likely to start in late 2026 or early 2027.

SCOPE OF SERVICES

Contracted providers must use this funding for abatement of the opioid epidemic. This generally means that sober living providers must target the funding towards people who have struggled with opiate addiction.

Sober living facilities that receive funding must meet requirements set forth in the Recovery Residence Registry Approval Process which is available at <https://www.dhs.wisconsin.gov/regulations/aoda/recovery-registry.htm>. It is expected that providers be listed on this registry.

Applicants should highlight the accessibility of sober living and how predictable barriers to treatment will be reduced. Predictable barriers include cost, participation in ongoing treatment, childcare, transportation, work or school schedule, family obligations, and similar challenges.

Medication Assisted Treatment (MAT) is a key treatment intervention for many people with an opiate addiction. Having access to MAT is critical in a sober living environment, and proposals should emphasize how access to prescribed medications is managed within the sober living services.

Jefferson County Human Services will serve as the primary treatment provider for all individuals residing in the sober living home. Residents will be referred to Jefferson County Human Services for assessment, treatment planning, and ongoing behavioral health services. The selected operator must collaborate with Jefferson County Human Services to ensure seamless access to treatment, facilitate referrals, and participate in multidisciplinary care coordination.

\$300,000 in total is available through this RFP for the development of sober living, located in Jefferson County. Jefferson County is seeking (2) locations across Jefferson County, allocating \$150,000 per site. Funds must be allocated for expenditure by the end of calendar year 2028, and

the timeline for spending must be approved. The funding available through this RFP may be awarded to a single provider or may be divided among multiple providers for the creation of two sites, one located in the City of Jefferson and the other located in the City of Watertown.

The funding related to this RFP is time-limited and will only cover costs that are approved before the end of 2028. Allowable expenses include capital and start-up costs that support the creation and start of up costs directly related to the opening of a sober living facility in Jefferson County. Proposals for using the funding in other ways are also welcome.

Applicants must submit a comprehensive sustainability plan outlining how the contracted agency operating the sober living home will maintain operations and services beyond the initial funding period. The plan should detail strategies for securing ongoing financial support, building community partnerships, ensuring staff retention, and implementing program evaluation and quality improvement measures. This sustainability planning is a critical component for long-term success and will be weighed heavily in the proposal evaluation process.

Services must be available in Jefferson County and readily accessible to Jefferson County residents. Providers may serve residents of other counties but that must be done with other funding sources.

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.

Quarterly financial updates and outcome reporting may be required. This requirement will be outlined in the contracts that are developed after proposals are identified and selected.

MINIMUM REQUIREMENTS

Minimum requirements for submission shall include all the following areas. Please limit items 1 through 4 to a total of five pages.

1. Agency Information: Provide the following information about the agency:
 - a. Agency name
 - b. Agency address
 - c. Primary contact person with phone number and email address
 - d. Agency structure including Director and oversight bodies, number of employees, and other relevant information.
 - e. Agency mission, vision, and values
2. Overview of Proposal: Through a maximum two-page narrative statement, 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:
 - a. Demonstrated ability to serve the target population.
 - b. How sober living will be readily accessible for Jefferson County residents.
 - c. Certifications held by the agency related to providing sober living, including an existing Recovery Residence approval or evidence of an ability to obtain one in the near future.
 - d. Evidence of expertise and experience relevant to the services provided.
 - e. Familiarity with opiate addiction best practices.

- f. Experience with sober living for people with opiate addiction.
 - g. How the facility or facilities will be sustained beyond the identified funding period
3. Service Delivery: Describe the types of services that will be delivered and the process for service delivery including:
- a. Target population/Criteria for admission
 - b. Intake/Assessment process
 - c. Residential/lease agreement and/or service planning process
 - d. How harm reduction is integrated into sober living
 - e. How prescribed medications, including medications for opiate use disorder, are accessible to residents
 - f. How residents are engaged in the residential environment
 - g. How barriers to sober living are addressed
 - h. Discharge practices including criteria for discharge and coordination with community resources
4. Proposed Budget: Clearly explain how the funding would be used to develop a sober living facility. \$300,000 in total is available through this RFP for the creation of a sober living facility, allocating \$150,000 per site for a total for (2) sites. Funds must be allocated for expenditure by the end of calendar year 2028, and the timeline for spending must be approved. The funding available through this RFP may be awarded to a single provider or may be divided among multiple providers. Include the following information:
- a. The total funding requested and timeline for spending
 - b. How the funding will specifically contribute to services for people with opiate addiction
 - c. A budget document that details the expenditure categories along with justification for each category
5. Provide at least two (2) professional references as it relates to your work in this area.
6. 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, resumes, and similar documents.

