

RFP #A9001

Community Prevention - AODA Outreach

I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal and to inform them of basic requirements that the County uses as part of its standard contract process. *Your proposal should include the completed City-County Consolidated Application or County Short Form Application and information requested in Section III below.*

Standard contract requirements concerning Affirmative Action, the Americans with Disabilities Act, the County's Living Wage ordinance, contract termination and modification, etc. are included in the County's boilerplate contract. This contract is subject to change. For further information you can view a copy of the contract on our website at:

<http://www.danecountyhumanservices.org/becomeprovider.htm>

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling.

II. Scope of the Project:

A. Project Description:

The provision of services to the general public or targeted segments of the public for the primary purpose of preventing disabilities or social and community problems and promoting mental or physical health and improved social and community functioning. Services, which are typically, provided to groups at risk, or the community at-large, include but are not limited to public information, and education/training. Includes a wide variety of activities designed to make constructive changes in community conditions to help prevent disabilities or social or community problems as well as the development of positive programs and/or self-help groups. Includes presenting of factual information for the purpose of enhancing the competence of communities to accommodate or support elderly and disabled persons such as non-English speaking who otherwise would have difficulty accessing their community (e.g. influencing local transport system or street departments to better accommodate wheelchairs).

B. Objectives:

To reduce the incidence of AODA problems among older adults, to directly intervene when AODA issues are identified involving older persons and to develop skills of providers in the Aging Network in responding to the needs of older adults with AODA problems.

C. Needs/Expectations:

Collaborate with other organizations serving older adults and their families including, but not limited to, the Area Agency on Aging of Dane County (AAA), the AAA Elder Abuse and Neglect Staff, Mental Health Center of Dane County's Mobile Outreach to Seniors Team (MOST), senior center staff, and home health agencies, to provide support to older adults and to their unpaid caregivers around substance abuse issues.

Train and consult with service providers on ways to build substance abuse resiliency and reduce risk and how to identify and intervene with alcohol, drug and medication abuse or dependency.

Work collaboratively with other health professionals such as pharmacies, physicians and clinics to educate older adults and their families about alcohol, drugs, medication management, substance abuse and dependency.

Provide screening, information and referrals for older adults who abuse alcohol and drugs.

Train older adults through classes and/or support groups in techniques for preventing alcohol and other drug abuse, including techniques such as pain or stress management, relaxation, assertiveness training and maintaining self esteem, managing losses and changes.

D. Current Operations:

Services are provided to older adults age 60 and over and their families and unpaid caregivers. Service hours are Monday through Friday during normal daytime hours and other hours by appointment. Service hours total 675 hours per year. Services are to be provided throughout Dane County and made available in the home of the older person. There is no limit to the length of time a person receives county funded services.

E. Maximum funding available for this project is \$24,382.00.

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

III. Request for Information in addition to the Application form (required):

A. New applicants to a program are required to submit 3 references. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated.

B. Collaborative Relationships: Describe any significant collaboration with other agencies/institutions that routinely contribute to your program's success. Include agencies that formally refer clients, provide complementary services or with which you have contractual agreements or share resources.

C. Quality Assurance and Improvement: What mechanisms or processes are you using to assure the achievement of the outcomes you have identified under "Program Activities"?

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

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| Program Activities (Consolidated Application, Program Description, p. 3, E. or County Short Form Application, p. 2) | 45% |
| Quality assurance and quality improvement practices (RFP Section III. C.) | 20% |
| Experience and qualifications (Consolidated Application, Organizational Profile, p. 1 or County Short Form Application, p. 4) | 25% |
| Program budget (Consolidated Application or County Short Form Application, Appendix A.) | 10% |

V. Contact Information: Please register your interest in this proposal with the contact person below. This will facilitate any additional information sharing with all interested parties. For clarifications or questions concerning this application, this is your contact.

Contact: Barbara Thoni
Phone: (608) 261-9789
E-Mail: thoni@co.dane.wi.us

VI. Timeline

Consolidated Application Workshop and date of issue of the application:

May 1, 2008
2:00 PM to 3:15 PM
Warner Park Community Center
1625 Northport Drive

May 2, 2008
9:00 AM to 10:15 AM
Madison Senior Center
330 W. Mifflin Street

Application due from vendors: June 6, 2008, 12 noon
Notification of intent to award (est.): July 30, 2008

Your completed proposal should include the following:

- 1) A completed County Short Form application**
- 2) Additional information requested in Section III above.**

Submit your completed proposal to:
Dane County Human Services
Attn: RFP #A9001
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than June 6, 2008, 12 noon.