

## RFP #A9002

### Cultural Diversity - 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:

Services of this project include a) Outreach, information and referral, b) Resource recruitment and development, c) Activities to better enable persons to locate human service resources and distribution of human services, resource directories, including initial intervention efforts directed at motivating persons to obtain needed services, and d) Systematic attempts by county agencies to secure increase numbers of agency clients from specific segments of the community or specifically defined groups (e.g. rural residents and minority groups).

##### B. Objectives:

To provide support and assistance and offer educational activities on health and wellness to African American and Latino elders.

##### C. Needs/Expectations:

To provide support, assistance, educational opportunities to African American and Latino elders. To assist with transportation for participating seniors.

##### D. Current Operations:

The program serves individuals age 60 and over who reside in Dane County and live in their own home or apartment or home of a family member. Information and Assistance is available Monday through Friday 8 a.m. to 4:30 p.m. Referrals to the program come from individual older adults, family members, neighbors, friends, social service agencies, hospitals, case managers and senior centers. Approximately 140 individuals are served by this project. The current provider allocates 0.46 FTE to program services and 0.08 FTE to supervision and administration.

##### E. Maximum funding available for this project is \$39,320. Of this amount, \$12,200 is allocated for participant transportation to and from program activities.

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:

|  |     |
|--|-----|
| <b>Program Activities</b><br>(Consolidated Application, Program Description, p. 3, E. or<br>County Short Form Application, p. 2)           | 45% |
| <b>Quality assurance and quality improvement practices</b><br>(RFP Section III. C.)  | 20% |
| <b>Experience and qualifications</b><br>(Consolidated Application, Organizational Profile, p. 1 or<br>County Short Form Application, p. 4) | 25% |
| <b>Program budget</b><br>(Consolidated Application or<br>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 #A9002**

**1202 Northport Drive**

**Madison, Wisconsin 53704**

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