

## RFP #A9003

### Behavioral Support for People with Developmental Disabilities

#### 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 treatment oriented services to consumers needing treatment for a personal, social, behavioral, mental or alcohol or drug abuse disorder to maintain and improve effective functioning.

##### B. Objectives:

Utilizing non-punitive techniques, to assess and provide direct services to persons with developmental disabilities who present behavioral challenges in order that they can continue to live at home and/or continue to participate in support programs and in order that they can better benefit from the support provided by their families, guardians, and service agencies.

##### C. Needs/Expectations:

The successful bidder will provide four separate components under this program: the Behavioral Support Program; the Behavioral Clinic Program; the Crisis Response Program and the Adaptive & Modification Program.

##### Behavioral Support Program:

Participate with the COUNTY in projects and task forces that are designed to increase positive interventions and decrease punitive intervention across the developmental disabilities system..

The successful bidder will provide:

- Short-term behavioral consultation and counseling
- Family members, guardians, and service agency staff with specific techniques that are effective in dealing with the challenging behaviors of specific individuals
- Consultation, environmental assessments and environmental adaptations
- Follow-up consultations

Many of the individuals served will also struggle with co-occurring mental health issues.

Length of time of support to an individual can range from a few meetings to multiple years of ongoing direct contact and team participation. Most referrals are multiple years.

It will be common to become re-involved with individuals/teams years after the initial consultation.

Consultations typically span the transition from child to adult services.

#### Behavior Clinic Program:

The successful bidder will develop a clinic to provide psychiatric care and consultation to individuals with developmental disabilities who are unable to obtain psychiatric care from other providers due to financial situation, behavioral issues, or medical complexity. The clinic will bill Medicaid/Medicare, private insurance and HMOs whenever possible.

The clinic will be scheduled once every other week.

The clinic staff will consist of a child psychiatrist with extensive experience treating persons with developmental disabilities and an Advanced Practice Nurse Prescriber who is a board certified in adult and child-adolescent psychiatric and mental health nursing.

When possible, stable individuals will be referred back to their primary physician or a community psychiatrist for continuing care.

With the consumer's (and/or the guardian's) permission, family members, case managers/support brokers, residential and vocational support staff, teachers, and guardians are welcomed and encouraged to attend appointments and to share information about their observation of symptoms and their evaluation of the progress of treatment.

#### Crisis Response Program:

Crisis response services are designed to prevent or shorten inappropriate stays in more restrictive settings. Crisis Response services will be coordinated through the Behavioral Support Program.

Crisis Response will provide a variety of time-limited supports:

- Crisis service coordination through Behavioral Support Program (especially if a situation involves contact with the criminal justice or the mental health service system)
- Short-term behavioral consultation and program recommendations through Behavioral Support Program
- Facilitated access to home and workplace modifications
- Additional staffing in an individual's home or work place
- Access to an emergency psychiatric consultation through the Mental Health Center of Dane County
- Follow-up consultation through Behavioral Support Program

If these services are insufficient to support an individual in his or her typical environment, the successful bidder will have alternate housing available

The alternate housing will provide a architectural barrier free, safe environment in keeping with individuals who may have destructive behaviors.

Additional staff, trained in Managing Threatening Confrontations, shall be available for individuals referred to the alternate housing.

The individual seeking services and/or his/her legal guardian must consent to the use of Crisis Response services.

The Adaptation and Modification Program (A&M):

This program will develop safe and appropriate environments, which will help ensure an individual's continued participation in community life.

Projects will involve assistance in making homes, apartments, and work places safer or accessible for individuals with behavioral challenges, physical and/or developmental disabilities.

The staff performs the work personally whenever possible but out-sourcing of some projects will be permissible.

The successful bidder will attempt to use pre-existing products whenever possible and will strive to blend any modifications into the current environment.

Projects will typically include, but are not limited to, modifying or installing:

- Toilet rails
- Adaptive commodes
- Bath benches and tub rails
- Wall bars
- Handheld showers
- Stair and hallway railings
- Outdoor railings
- Plexiglas window
- Wainscoting
- Outdoor and indoor ramps
- Furniture modifications

All installations shall comply with local ordinances and ADA requirements and recommendations.

D. Current Operations:

The UW-Madison Waisman Center (Waisman) currently provides this program.

Waisman directly employs .031 FTE management, .35 FTE support staff and 3.96 FTE program staff. It sub-contracts for the Psychiatric consultation.

In 2007, Waisman had plans for 426 individuals, provided 2,251 hours of face-to-face support to 233 individuals.

- E. Maximum funding available for this project is \$298,991
- F. Entities submitting for this RFP may apply for one, several or all components of this request.

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”?
- D. Additional Pages: The proposer may use up to six additional pages for the program description, program activities and experience and qualifications.

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

<b>Program Activities</b> (Consolidated Application, Program Description, p. 3, E. or County Short Form Application, p. 2)	45%
<b>Quality assurance and quality improvement practices</b> (RFP Section III. C.)	20%
<b>Experience and qualifications</b> (Consolidated Application, Organizational Profile, p. 1 or County Short Form Application, p. 4)	25%
<b>Program budget</b> (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:** Dan R. Rossiter  
**Phone:** 608 242-6473  
**E-Mail:** rossiter@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 #A9003**  
**1202 Northport Drive**  
**Madison, Wisconsin 53704**

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