

RFP #A9004

Community Nursing 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:

Skilled Nursing Services – Services listed in the plan of care, which are within the scope of Wisconsin's Nurse Practice Act. Services will be provided by an Advanced Practice Nurse, a Registered Nurse, or a Licensed Practical Nurse under the supervision of a Registered Nurse licensed to practice in the state.

B. Objectives:

In order to maintain the personal health and wellness of individuals with developmental disabilities provide health assessment, health planning, health intervention and health evaluation upon request.

C. Needs/Expectations:

Under the Community Nursing program, provide support to consumers and their residential staff, day support staff, support brokers, and/or families around issues of maintenance of health, prevention of illness or care of the consumer when ill.

The Community Nursing program will not provide day-to-day nursing care typically provided by a Home Health Care, but may provide additional specialist support, and/or Home Health Care type supports beyond what would be provided under Medicaid prior authorization.

The Community Nursing program shall provide support in the following areas:

- Challenging behaviors
- Mental illness
- Advice and support on medications and medication administration
- Advice and support on physical cares
- Advice and support on dietary needs
- Support in the management of seizure disorders
- Issues arising associated with aging
- Health screening and health promotions, and

- Acquired brain injuries.
- Transition from hospitals, nursing homes and other health care institutions into the community
- Routine reviews for individuals with chronic conditions
- Referral to, and advocacy on behalf of consumers, with other health care providers

The Community Nursing program should not be a “clinic” model, but rather a community engaged model, where supports are provided wherever is deemed appropriate by the individual's support team.

As a member of the individual's support team, the Community Nurse will work cooperatively to maintain the consumer's presence in our community.

It is not expected that the Community Nurse program will be available evenings or weekends

D. Current Operations:

Creative Community Living Services (CCLS) currently provides this program.

CCLS currently employs 2.36 FTE Registered Nurses and provided support to 230 consumers in 2007, with an average contact of 2 hours.

The County currently has a \$217,385 contract with CCLS for this service.

E. Maximum funding available for this project is \$217,385

F. Entities submitting for this RFP are encouraged to also apply for the Medical Assistance Personal Care Nursing RFP. Preference will be given to joint applications.

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 5 additional pages for the program description, program activities and experience and qualifications.

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

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.)	15%
Experience and qualifications (Consolidated Application, Organizational Profile, p. 1 or County Short Form Application, p. 4)	20%
Program budget (Consolidated Application or County Short Form Application, Appendix A.)	10%
Joint Application (RFP Section II. F.)	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 #A9004
1202 Northport Drive
Madison, Wisconsin 53704

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