

RFP #A9005

In-Home Daily Living Skills Training

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:

Activities of Daily Living Skills Training - The provision of services is to consumers whose health or well-being is at risk for deteriorating or for whom development is delayed due to inadequate knowledge of skills in routine daily living tasks, including leisure time activities

B. Objectives:

To develop skills in performing activities of daily and community living in order to enhance emotional, personal and social development and enable access to the community.

C. Needs/Expectations:

The successful bidder will provide occupational therapy evaluations, assessments for adaptive equipment and short-term skills training for independent living skills.

The program will promote consumer's to access the community independently on a daily basis.

The successful bidder will assure the occupational therapists are licensed in the State of Wisconsin and will secure on-going continuing education to maintain licensure.

The successful bidder shall provide Daily Living Skills and Occupational Therapy assessments and training, depending upon consumer need, in the areas of:

- Nutrition and meal planning
- Home safety
- Routine home care
- Budgeting
- Adaptive equipment

The program plan will identify specific ways to develop community involvement through leisure skills activities and daily living objectives.

The evaluations will include in-home and community safety issues and provide written recommendations to insure safety

The program will provide for assistance in planning for client support needs, developing practical training objectives

The program plan will identify specific ways to develop community involvement through leisure skills activities and daily living objectives.

D. Current Operations:

Mobility Training and Independent Living, Inc. (MTILP) currently provides this program. MTILP employs .27 FTE Occupational Therapist, 1 FTE Certified Occupational Therapy Aid, and 2.4 FTE direct care workers.

In 2007, they provided support to 65 individuals, of which 18 received on-going support. MTILP provided 6,262 hours of face-to-face support in 2007.

E. Maximum funding available for this project is \$135,989.

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.)	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: 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 #A9005
1202 Northport Drive
Madison, Wisconsin 53704

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