

## RFP #A9006

### Innovative Initiatives to Achieve Efficiencies in the Developmental Disabilities System

#### 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:

Dane County Human Services Department, Adult Community Services Division, Developmental Disabilities Section, is requesting proposals that will help achieve system cost efficiencies and/or effectiveness, while preserving individual choice, community inclusion and self-determination.

##### B. Objectives:

To provide consumers with additional cost efficient and/or cost effective choices of supports and services.

To provide the Developmental Disabilities system with additional cost efficient and/cost effective alternatives to current approaches or new approaches to common problems.

##### C. Needs/Expectations:

For purposes of this RFP:

- Cost effectiveness is when better or additional desired outcomes are achieved for the same dollar amount;
- Cost efficiency is when the same desired outcomes are achieved for fewer dollars

There is an expectation that certain proposals will require "up-front" funding to achieve longer-term saving. These proposals will be examined for both the amount of requested funding in relations to over-all savings to be achieved and the length of time to achieve those savings. As all funding will need to be secured from current budgets, small highly effective proposals will receive greater attention.

For adults, all direct supports and services are chosen by individuals with the assistance of their chosen Support Broker and concerned others. Therefore, proposals for direct support and services will be dependent upon consumer choice. If sufficient numbers of

consumers choose the newly proposed program, support or service, the County will enter into a Self-Directed Support contract, which can be found on the Dane County website. Indirect supports and services for adults, children and families will be included in the typical Purchase of Service contract.

D. Current Operations:

In recent years, the County has funded a number of proposals based on responses to DD Efficiencies RFP's.

E. Maximum funding available for this project is not determined. Funding will be determined based upon Cost Effectiveness and Cost Efficiencies.

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:

<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 #A9006**  
**1202 Northport Drive**  
**Madison, Wisconsin 53704**

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