

RFP #A9010

Mobility Training Program

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 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 provide training in the use public transportation, pedestrian safety, and orientation to environments frequented by a given individual.

C. Needs/Expectations:

The successful bidder will provide Occupational Therapy (OT) assessments and skill training in the areas of public transportation and pedestrian safety

The OT evaluation will identify community safety issues and provide written recommendations to insure safety

The successful bidder will provide ongoing communication to discuss progress toward training objectives and work with consumer and their support staff to facilitate follow through.

Types of training will include, but are not limited to:

- City bus training, including establishing routes, transfers, stops
- Para-transit use
- Walking Safety
- Bicycle safety
- Orientation to neighborhood
- Orientation to shopping areas

- Orientation to faith-based institutions
- Orientation to other community resources as identified by the consumer/family

The provider will follow up periodically after successful completion of the program to assure skill retention

D. Current Operations:

Mobility Training and Independent Living, Inc. (MTILP) currently provides this program.

MTILP employs .63 FTE Certified Occupational Therapy Aid, who is supervised by an Occupational Therapist. In 2007, this program provided 624 hours of direct face-to-face support to 30 consumers.

E. Maximum funding available for this project is \$25,513.

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

10%

(Consolidated Application or
County Short Form Application, Appendix A.)

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 #A9010
1202 Northport Drive
Madison, Wisconsin 53704

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