

RFP #A9011

Short-Term Case Management 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:

The provision of short-term assessment, planning and support, and short-term service coordination to adults with developmental disabilities.

B. Objectives:

To help people identify their issues and needs, understand the various options available, and make informed, decisions regarding long-term care. To keep the County apprised of current status of individuals on the wait list(s).

C. Needs/Expectations:

Short-Term Case Management is designed to offer short-term intervention to individuals who are in need of temporary assistance.

Areas of assistance are specific to each person's needs at the time of referral. They include but are not limited to:

- Assisting people during transitional periods in their lives.
- Coordinating services and referrals.
- Completing assessments and applying for available funding.
- Exploring subsidized, affordable housing options.
- Assisting with coordination of home health services.
- Assisting in acquiring necessary equipment and/or services through Medical Assistance.
- Advocating for services through city, county and state agencies.
- Assisting with accessing Social Security benefits.
- Making recommendations to Dane County Dept. of Human Services regarding consumer's need for long-term support.

- Working closely with other service providers to ensure a holistic approach to service provision.
- Strengthening people's community and natural connections in order to minimize their reliance on the developmental disability service system
- Fostering greater community and social connections through community based skills building

Case Management time is limited and will normally not exceed three or four months in duration.

Exceptions to this time frame can be made, but if it appears that long-term assistance is required, approval will be sought from Dane County.

D. Current Operations:

United Cerebral Palsy of Greater Madison (UCP) currently provides this program. UCP employs .06 FTE management and .34 support staff; and 2.61 case managers. UCP provided 2738.5 hours of direct face-to-face contact with 54 individuals in 2007.

E. Maximum funding available for this project is \$163,205.

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 #A9011
1202 Northport Drive
Madison, Wisconsin 53704

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