

RFP #A9012

Training and Consultation Program for People with Developmental Disabilities and their Support Systems

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:

Under this Program the successful bidder will provide training and consultation to individual's with developmental disabilities and those who support them. These educationally focused trainings and consultations will cover a wide range of topics relevant to people with disabilities, their family members, teachers, support staff, adult family home providers and other human service professionals . This program will have a strong emphasis on increasing people's understanding of how to support children and adults with challenging behaviors, complex medical and/or psychiatric needs to live successfully in their homes and community. This program will also focus on promoting self-advocacy, self-determination and community inclusion.

B. Objectives:

To provide in-service and conference training events, information dissemination, person-centered consultations and intensive in-home support, all with the focus of helping children, and adults with developmental disabilities to safely live in their homes and fully participate in community life .

C. Needs/Expectations:

The successful bidder will:

- Provide trainings and consultations intended to improve a person with a disability or their caretaker's ability to perform routine daily living tasks, and utilize community resources.
- Provide educationally focused and value based trainings for children and adults with developmental disabilities, their families, school personnel, support provider agencies, foster families and adult family home providers on a variety of topics related to self-determination, health, safety, community membership, citizenship and other current issues

- Provide consultation and intensive in-home services designed to teach the parenting skills and support strategies necessary for children with special parenting needs to remain at home with their families.
- Provide information, training and the hands-on assistance needed to assist adults with developmental disabilities to direct their own services, work collectively with others and become effective self-advocates.

This program consists of three components: Training, Consultation, Consumer Education

Training: The successful bidder will:

- Offer the public information on topics such as self-determination, health care, community based behavioral support, system planning/outreach, guardianship and decision-making supports in a variety of formats.
- Provide or coordinate a variety of training activities for provider agency personnel, support teams, schools system personnel, individuals with disabilities, their families and the general public on topics such as, but not limited to, blood borne pathogens and infectious disease, universal precautions, seizures, strategies for reducing hospitalizations, managing threatening confrontations, working with people who have challenging behaviors, supporting people with autism, understanding client rights, effective communication and safe, accurate medication dispensation.
- Offer information and trainings on a variety of relevant topics in a variety of formats such team consults, 2 hour, 4 hour and full day trainings, on-line courses and web-based written materials
- Develop a Training Catalog that will outline up-coming trainings and distribute the catalog to interested parties.

Consumer Education: The successful bidder will:

- Work together with People First of Dane County, Wisconsin and other self advocates to identify educational priorities, develop trainings, create learning opportunities and information sharing strategies to address these priorities.
- Assist self-advocates to conduct training sessions, participate in speaking engagements and become active in civic affairs.
- Offer training to give people with disabilities the tools and leadership skills needed to create the lives that they want.

Consultation: The successful bidder will provide consultants in the following areas:

1. SDS Coordinator (1 FTE) - Acts as liaison between the County, the Support Broker Agencies and individuals with developmental disabilities.

The successful bidder will:

- Have the ability to promote the philosophy and implementation of the self-directed services for people with developmental disabilities.
- Use the principles of self-determination to assist people with disabilities as they hire support brokers and plan their futures.
- Have independent and team leadership capabilities
- Provide education, consultation and technical and hands-on assistance for people with developmental disabilities, their families and service providers as they implement self-directed services

- Keep people with disabilities, their families, support brokers and provider agencies abreast of any changes in Dane County's SDS processes
- Research ongoing changes of SDS models, within a community service delivery system, throughout the United States and other countries
- Develop and keep current a Website on SDS on behalf of Dane County
- Develop, write and update SDS forms and formats, including the Support Broker Manual.

2. Residential Liaison (.60 FTE)

The successful bidder will:

- Act as coordinator between the waiting list, individuals in crisis, individuals with potential roommate openings and our residential provider system.
- Maintain and provide information about the individual's personal history and needs, as well as the individual's dreams and desires.
- Facilitate communication among team members, including the individual, support agencies and other professionals, the county service system, guardians, families, and natural supports.
- Make referrals to, and follow-up with residential agencies

3. Self Advocate Coordinator (1 FTE)

The successful bidder will:

- Provide education, information, training & advocacy to individuals with disabilities
- Assist people with disabilities to effectively express their opinions and priorities to their support agencies and the community at large. This includes promoting People First of Dane County's statement that "We want people to understand that having a disability doesn't change the fact that we all want to be loved, respected and to make decisions about our own lives."
- Facilitate opportunities for people with disabilities to become involved in self-determination efforts in Dane County.
- Coordinate the publication of a quarterly CHOICES newsletter
- Research, develop and maintain a database related to self-advocacy, self-directed services and self-empowerment for people with developmental disabilities.
- Supervise and coordinate the activities of the Self-Determination Advocates to undertake outreach education and training regarding self-determination, collective action, citizen participation and self-directed services in Dane County.
- Assist self-determination advocates in identifying priorities and creating action plans, and then collaborate with community partners to assure that action plans are followed and seen to completion.
- Provide advocacy assistance to people with disabilities involved in self-determination by acting as a People First advisor
- Developing and strengthen self-advocacy leadership opportunities for young adults.
- Research, develop and maintain resources and training opportunities for people with disabilities involved in self-determination.
- Research and guide people with developmental disabilities to experience natural supports in their home community.

4. Self Advocates (.44 FTE)

The successful bidder will employ a DD consumer as Self Advocate and will support that employee in the following functions:

- Maintain an updated, organized calendar of self-advocacy activities in Dane County.
- Prepare, present, and review the Empowerment Course or other self-advocacy training and leadership curriculum
- Organize and coordinate monthly meetings for People First of Dane County.
- Organize, coordinate and co-chair monthly meetings for Friends First meetings
- Identify opportunities for people with disabilities to engage in civic life such as serving on committees or speaking at public forums then match interested parties with the identified opportunity
- Provide input at planning meetings for events such as Infoshare, CHOICES newsletter, Voices quarterly meetings and other committees as assigned
- Work collectively with other self-advocates to identify shared priorities and work toward shared solutions
- Speak or organize speakers to present at conferences and trainings on self-determination or other relevant topics.
- Research, develop and maintain new resources, revise training, and increase opportunities for people with developmental disabilities involved with self-determination.

Note: The successful bidder must obtain the County's approval before offering this position to a DD consumer.

5. Community Assets Coordinator (1 FTE)

The successful bidder will:

- Provide community organizing leadership to persons with developmental disabilities and their families, prioritizing people and families who are waiting for but not yet receiving services.
- Utilize Asset Based Community Development (ABCD) organizing principles to educate, interconnect and assist individuals with developmental disabilities and their families to create supported community lives that rely less on government funded dollars.
- Develop a thorough understanding of communities, both in rural and urban settings, to assess people's interest in working collectively to strengthen natural supports and community connections.
- Be part of a group that researches and develops models for creating community support that are less reliant on government funded dollars.
- Reduce the number of persons with DD who are waiting for services.

D. Current Operations:

This Program is currently being offered by UW-Madison Waisman Center (Waisman). Waisman currently employs .24 FTE management and 1.5 FTE administrative staff; and 4.96 FTE program staff. Among all aspects of programming, Waisman provided support to 727 individuals in 2007.

- E. Maximum funding available for this project is \$419,286
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.
- F. Entities submitting for this RFP may apply for one, several or all components of this request.

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 #A9012
1202 Northport Drive
Madison, Wisconsin 53704

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