

RFP #A9014

DD Child Respite Care

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:

Respite Care is the provision of services to individuals who are either caregivers or their dependents by providing the person with a disability care and supervision in a home-like environment and reducing the need for long term placement of the person outside of the home.

B. Objectives:

To provide the primary caregiver temporary relief, relieving the primary caregiver of the stress of giving continuous support.

C. Needs/Expectations:

The successful bidder will assist all registered families to obtain 140 hours per year of respite care subsidized as described above.

The successful bidder will meet the respite care needs of families whose members have severe or multiple needs and requires significant amounts of regularly scheduled care.

The successful bidder will bring families and individualized care providers together in meaningful and productive relationships.

Services include, but are not limited to:

- Assist families in developing a respite care plan that best meets their goals for their child including in-home, provider home or community/inclusion based care or group respite events.
- Provide families with individualized recruitment support, ongoing training opportunities, care coordination and online resources.

- Through recruitment, increase the availability of qualified committed care providers.
- Assist families in identifying sources of funding for care for their family member and identify which source is appropriate for them.
- Assist families in identifying volunteers or other sources for in-kind supports
- Provide families with assistance as their role as the employer of their in home care provider, including employment tax resource referral and education, fiscal agent supports, and ongoing employee support assistance

Medical Assistance Personal Care:

For those children and adults who are eligible for personal care under the Wisconsin Medical Assistance Personal Care Program (WMAP PC), the successful bidder, will charge the WMAP PC program for respite hours where personal care is provided and:

- Agrees to prepare the necessary billings for the WMAP PC no later than the 25th working day of each month.
- Provide attendant training which will combine generic classroom training with the training that will be tailored to the specific needs of the consumer(s) for whom the attendant will be providing personal care. This training should meet the requirements of the Direct Care Competency protocol that is used to qualify Personal Care Workers.
- Provide or coordinate Nursing Services which will include a nursing assessment, a written plan for personal care, monitoring of the consumer's personal care needs, and supervision of personal care workers.

To facilitate review of files, the successful bidder shall maintain its records in a complete, comprehensive and orderly manner.

D. Current Operations:

The current provider is the Family Support & Resource Center (FSRC).

FSRC employs .22 FTE management staff; 3.2 Service Coordinators and .56 clerical support staff. In 2007, FSRC helped to actualize 25,723 hours of respite to 287 care givers. These figures do not include the Medical Assistance Personal Care option. Financial support for this operation will be separately negotiated.

E. Maximum funding available for this project is \$406,693. The present provider spends \$259,525 of their contract for compensation to direct care respite workers.

F. Conflict of Interest - A conflict of interest that exists when the person who completes the comprehensive assessment for a waiver participant also provides other services for him/her. This includes situations when the Case Manager is employed by the same agency that provides another service to the waiver participant. Consequently, the successful bidder may not also be a provider of Case Management to the same clientele

- G. While it is anticipated that the successful bidder will begin providing respite support on January 1, 2009, the County is interested in an earlier start date, if at all possible.

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. Please indicate the earliest start date for this program, not including the Medical Assistance Personal Care portion.
- E. 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: Donna Winnick
Phone: 608 242-6225
E-Mail: Winnick@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 #9014
1202 Northport Drive
Madison, Wisconsin 53704

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