

RFP #C9021

Alcohol and Other Drug Abuse Outpatient Treatment Services

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 purpose of this service modality is to provide up to 12 hours of counseling per patient per week, which may include a variety of evaluation, diagnostic, crisis and treatment services relating to substance abuse to ameliorate negative symptoms and restore effective functioning. Services include individual counseling and intervention and may include group therapy and referral to non-substance abuse services that may occur over an extended period. The County reserves the right to negotiate one contract with one applicant, or to negotiate multiple contracts with one or more applicants in order to best meet the needs outlined in this RFP.

B. Objectives:

1. To reduce/eliminate the problems resulting from alcohol and other drug abuse in the lives of clients, their families and the community.
2. To enhance the social functioning of individuals and families impacted by alcohol and other drug abuse and dependence.
3. To assure that clients in priority groups (including but not limited to: pregnant women who are intravenous drug users; pregnant women; intravenous drug users; women with dependent children; homeless persons with co-occurring disorders) receive sufficient and effective treatment services.

C. Needs/Expectations:

1. The County expects the provider(s) to indicate the evidence-based service/practice that is to be implemented with this program and the provider's experience with this approach.
2. The County expects that the provider(s) demonstrate the ability to provide service that is culturally competent for the population to be served.
3. The County expects the provider(s) to demonstrate the ability to generate medical assistance, insurance revenue, and collect client fees for this service.
4. The County's funds have as a mandate that the provider(s) demonstrate the ability to provide services to individuals with a history of using drugs intravenously.
5. The County requires that the provider(s) establish or maintain certification under the Wisconsin Community Substance Abuse Services Standards established by Administrative Rule Chapter HFS 75 for the services provided.
6. The County expects that the provider(s) demonstrate the infrastructure and the capacity to participate with and actively engage in teams to support an individual's recovery.
7. The County is looking for programs that have the infrastructure and the capacity to serve individuals that reside outside the City of Madison. Programs should demonstrate their ability to support an individual's recovery and to plan for an individual's discharge outside the City of Madison as directed by the individual.

D. Current Operations:

Genesis Community Development Corporation and Mental Health Center of Dane County. Together these programs saw 614 clients and claimed 7,308 Units of Service (Hours) in 2007.

E. Maximum funding available for this project is \$1,158,518.

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. Under "Program Activities" (County Short Form Application, p. 2), describe your program's capacity to meet the Needs and Expectations described in Section II, C, 1-4 above. All applicants must respond to Items 1-3. Responses to Item 4 are optional. However, The County may make a partial award based on a program's ability to respond to this item. Applicants may submit up to five additional pages under "Program Activities".
- E. Under "Experience and Qualifications" (County Short Form Application, p. 4), describe your program's current status to meet the Need and Expectation described in Section II, C, 5-7. All applicants must respond to Items 5 and 6. Responses to Item 7 are optional. However, The County may make a partial award based on a program's ability to respond to this item. In response to Item 5, indicate the certification number and expiration date. If your program is not currently certified as described above, use up to one additional page to indicate your program's capacity to meet certification standards and the date of filing of any pending with the Department of Health and Family Services. Applicants may submit up to five additional pages under "Experience and Qualifications".
- F. Under "Program Activities" (County Short Form Application, p. 2) indicate the number of clients and the number of units of service your program is proposing to provide. This information will be combined with the total amount requested by the applicant under "Program Budget" (County Short Form Application, p. 12) to determine an applicant's unit rate as proposals are scored.

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)	35%
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)	35%
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: Todd Campbell
Phone: (608) 242-6488
E-Mail: campbell.todd@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 #C9021
1202 Northport Drive
Madison, Wisconsin 53704

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