

RFP #A1007
Supported Parenting

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:

Supported Parenting provides intensive individualized long-term support services, resources and case management to parents with cognitive disabilities so that they can meet the needs of their children and remain together as a family.

B. Objectives:

Parents will increase positive interactions with their children.

Parents will demonstrate increased understanding and skills related to positive parenting.

Family members will receive necessary medical care to maximize their health.

Family members will get the needed preventive care, immunizations and go to clinics for treatment as needed

C. Needs/Expectations:

The successful bidder will provide direct services to the families and parents in caring for and nurturing their children. Depending upon the need of the family, this may include:

1. Infant care- bonding and stimulation;
2. Enhancing parent/child interactions;
3. Assisting in making their homes safe for their children;
4. Teaching child management techniques; awareness of age-appropriate child behaviors and needs; facilitate problem solving;
5. Assist in organizing household tasks and routines;
6. Assist in budgeting-household or individual
7. Referral to other services as needed

8. Case management services to the families who are not presently receiving this service.
9. Matching with a trained volunteer parenting partner whose role is to build a trusting and supportive relationship with the parent.
10. Assist families in obtaining needed immunizations.

D. Current Operations:

Current Operations This program is currently being provided by The Exchange Center for the Prevention of Child Abuse, Inc. It provides case management for 5 adults and skills training to 18 families annually, all of who reside in Dane County

- E. Maximum funding available for this project is Maximum funding available for this project is \$38,825. Currently the funds are divided \$8,696 for case management and \$30,129 for skills training.

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):

New applicants to this program must complete A – C. If you are a current provider of this program proceed to D.

- A. 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. Include your agency's mission statement. Also provide resumes of key staff and copy(s) of licenses, if applicable.
- C. If this is an existing program for your agency, please provide information of the demographics of your participants. If this is a new program for your agency what are your expectations of the participants' demographics when the program is up and fully operational.
- D. Quality Assurance and Improvement: What mechanisms or processes are you using to assure the achievement of the outcomes you have identified under "Program Activities"?
- E. Additional pages: The proposer may use up to 3 additional pages for program description, program activities, etc.

IV. Evaluation Criteria. Scoring from the consolidated application is as follows:

Program Activities (County Short Form Application, p. 2)	45%
Quality assurance and quality improvement practices (RFP Section III. D.)	20%
Experience and qualifications (County Short Form Application, p. 4)	25%
Program budget (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

Application Workshop:

April 16, 2009
11 a.m. – 12 noon
Dane County Job Center Office, Ballroom
1819 Aberg Avenue

Application due from vendors: May 29, 2009, 12 noon
Notification of intent to award (est.): July 30, 2009

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 # A1007
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than May 29, 2009, 12 noon.