

RFP #A1008
Early Intervention Services for Children Ages Birth to Three

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:

Project Description: This is a statewide program of services for children in the age group birth to 3 who are delayed developmentally insofar as their cognitive development, physical development, including vision and hearing, communication development, social and emotional development or development of adaptive behavior and self-help skills is concerned, or are diagnosed as having a physical or mental condition which is likely to result in delayed development. The Scope of this project is governed by Wisconsin State Rules, Chapter HFS 90. Changing federal requirements will result in a significant increase in data reporting.

B. Objectives:

Provide a comprehensive child find and referral system; service coordination; coordinated, professional developmental screening and evaluation; a planning process for eligible children, by a team that includes the parents, and that results in a plan that is individualized to the child and family (Individualized Family Service Plan); protection of the child and parent's rights by means of the procedural safeguards; and provision of the fifteen services detailed in HFS 90.11 (4) as needed to meet the developmental needs of the child as detailed in the Individualized Family Service Plan (IFSP).

C. Needs/Expectations:

The successful bidder shall ensure that all the following core services are available at no cost to all families that have a child who is eligible or may be eligible for the birth to 3 program within the catchment area:

1. Identification and referral;
2. Screening;
3. Evaluation;
4. Assessment for an eligible child;
5. Development of the IFSP for an eligible child and family;

6. Service coordination for an eligible child and family; and
7. Protection of parent and child rights by means of the procedural safeguards.

With parent consent a third party may be billed for evaluation and assessment activities. The service coordinator shall ensure that the parent, prior to giving consent, is informed and understands that because of third party billing the parent may incur financial loss, including but not limited to a decrease in benefits or increase in premiums or discontinuation of the policy.

The successful bidder shall provide or arrange for the provision of other early intervention services. The bidder shall determine the parental cost share of early intervention services costs not met by third party payers in accordance with s. HFS 90.06 (2) (i).

Types of other early intervention services include the following:

1. Assistive technology services and devices
2. Audiology Services
3. Communication Services
4. Family Educational and Counseling Services
5. Health Care Services
6. Medical Services
7. Nursing Services
8. Nutrition Services
9. Occupational Therapy Services
10. Physical Therapy
11. Psychological Services
12. Social Work Services
13. Special Instruction
14. Transportation and related costs of travel
15. Vision Services

D. Current Operations:

This program is currently being provided by two agencies: United Cerebral Palsy of Greater Dane County (UCP) for children who reside outside of the Madison Metropolitan School District ; and, Imagine a Child's Capacity (ICC) under a sub-contract with Family Services Inc. for children who reside inside of the Madison Metropolitan School District.

In 2008, UCP provided 12,200 hours of case management services for 679 children at a cost of \$667,281; and provided 7,189 hours of Birth to Three Services to 410 children at a cost of \$554,845.

In 2008, ICC provided 9,088 hours of case management services for 747 children at a cost of \$418,682; and provided 7,598 hours of Birth to Three Services to 431 children at a cost of \$679,572.

E. Maximum funding available for this project is : \$2,396,272 as follows:

For the program currently provided by UCP – \$1,248,975, which is allocated in 2009 as \$567,035 for case management and \$682,940 for Birth to Three services.

For the program currently provided by ICC - \$1,147,297, which is allocated in 2009 as \$437,318 for case management and \$697,572 for Birth to Three services.

While vendors are not limited to allocating funds exactly to each of the programs offered, they are limited by the total amount: \$1,248,975 for the program outside the Madison School District and \$1,147,297 for the program inside the Madison School District.

Vendors may submit proposals for one or both programs.

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. If you are a new provider applying for one or both programs or if you are an existing provider applying for both programs, submit a plan for the transition for families, including coordinating efforts with the existing provider; informing parents; and informing referral sources and other stakeholders. Please limit additional information to 3 pages.

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 # A1008
1202 Northport Drive
Madison, Wisconsin 53704

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