

RFP #A1009

For the Provision of Intensive In-Home Treatment for Children with Autism, Asperger's Syndrome and Pervasive Developmental Disorders in Dane County

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:

This is a statewide program for the provision of treatment oriented behavioral services provided by qualified professionals to children diagnosed with Autism, Asperger's and Pervasive Developmental Disorders (NOS) and their families. This service may consist of a variety of therapeutic approaches that can be implemented with the intent to enhance behavior, communication, and social skills.

B. Objectives:

The intent of the treatment is to develop and improve health, welfare, and effective functioning in the home and community to children diagnosed with Autism, Asperger's and Pervasive Developmental Disorders (NOS).

C. Needs/Expectations:

Expectations and State Requirements are under the Children's Long Term Support Medical Assistance Waiver, which is the funding source for this service.

Only those services not reimbursable under the State Medicaid Plan will be reimbursable using waiver funds

- 1) The cost of travel time may be included in the rate paid to the provider of this service.
- 2) Any treatment that is to be funded by the waiver program must be directly related to an individual child's therapeutic goals.
- 3) A variety of behaviorally based therapy models consistent with best practice and research on effectiveness will be permitted under this waiver.
- 4) This service is limited to children who, through an independent evaluation, meet the required diagnostic and functional criteria before starting services.

- 5) Services must start before the child reaches age 8 years, unless a variance has been granted by the Department of Health and Family Services.
- 6) Intensive levels of services are defined as a range of 20 to 35 hours of face-to-face contacts per week, plus travel time. Individual plan hours may vary. Individual hours are established by discussions with the child's team including, providers, the child's family, and the county.
- 7) Services are provided on a face-to-face basis with the child.
- 8) Once children have had three years of intensive services, or at such time that they are not making progress towards outcomes at the intensive level of service, they will transition to other home and community-based services waiver supports and services. Variances to this three year-limit may be requested and are subject to the approval of the Department of Health and Family Services.
- 9) Intensive services must be coordinated with other relevant services, such as educational services through the public schools; Medicaid card covered services, and private supports and services.
- 10) The use of intensive in-home autism is exclusive of the other home and community-based services waiver services.
- 11) Any service provided may not also be covered under the Medicaid State Plan.
- 12) Any treatment that is to be funded by the County must be directly related to an individual child's therapeutic goals.
- 13) All children receiving treatment under this contract will have a service coordinator assigned either from the County or from the Family Support and Resource Center.
- 14) The successful vendor will need to agree that the service coordinator will function as primary system planner and monitor of services and supports for the family.
- 15) The successful vendor's staff will participate in the planning meetings convened by the service coordinator.
- 16) The successful vendor will continue to use their own procedures and staffing mechanisms to implement the training and programming necessary to meet the agreed upon objectives and to fulfill other agency requirements and policies.
- 17) The service coordinator and the successful vendor will work together to establish a common/close timetable for the service plan meetings and agency staffings and reviews. The goal is to synchronize review and planning activities between all parties
- 18) The successful vendor will keep the service coordinator informed of all major developments and generated reports regarding an individual/family; such as notifying service coordinator of agency staffings, sending service coordinator copies of services plans/plan of care, progress reports, and year-end summaries.

D. Current Operations:

In consideration for this Request for Proposals the programs are currently being provided by two agencies: Integrated Development Services (IDS) and the Wisconsin Early Autism Project (WEAP)

In 2008, IDS provided 33,582 hours of therapy to 36 children at a cost of \$789,177.

In 2008, WEAP provided 50,802 hours of therapy to 44 children at a cost of \$1,193,841.

- E. Maximum funding. As the State of Wisconsin holds the waitlist for these programs, it is not known how many children will be authorized for services and as family choice will determine the exact number of children to be served by a given provider, it is suggest that vendors use the 2008 data above for their proposals.

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 5 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 # A1009
1202 Northport Drive
Madison, Wisconsin 53704

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