

## RFP# D1013

### Innovative Initiatives to Achieve Efficiencies in the Department of Human 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:

Dane County Department of Human Services (DCDHS) is requesting proposals that will help achieve system cost efficiencies and/or cost effectiveness in any of its programs or services.

Dane County Human Services provides a variety of programs and services within its four divisions: Administration, Adult Community Services including Badger Prairie Health Care Center, Children Youth and Families and Economic Assistance and Work Services. Please see our website at [www.danecountyhumanservices.org/programs.htm](http://www.danecountyhumanservices.org/programs.htm) for a description of programs and services.

##### B. Objectives:

To provide the system with additional cost efficient and/or cost effective alternatives to current approaches or new approaches to common problems. Cost effectiveness is when better or additional desired outcomes are achieved for the same dollar amount. Cost efficiency is when the same desired outcomes are achieved for fewer dollars.

##### C. Needs/Expectations:

Proposals that request "up-front" funding to achieve longer-term savings will also be considered. All proposals will be examined for the amount of requested funding in relation to overall savings to be achieved and the length of time to achieve those savings. Given funding constraints, small highly effective proposals will receive greater attention. Highest priority will be given to proposals that immediately achieve cost savings.

##### D. Current Operations:

See our website at [www.danecountyservices.org](http://www.danecountyservices.org) for information on current programs.

- E. Maximum funding available for this project is to be determined. Funding will be determined based upon cost effectiveness and cost efficiencies.

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:

<b>Program Activities/Program and Fiscal outcomes</b> (County Short Form Application, p. 2)	45%
<b>Quality assurance and quality improvement practices</b> (RFP Section III. D.)	20%
<b>Experience and qualifications</b> (County Short Form Application, p. 4)	25%
<b>Program budget</b> (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:** Jean Kuehn  
**Phone:** 242-6418  
**E-Mail:** kuehn@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 #D1013**  
**1202 Northport Drive**  
**Madison, Wisconsin 53704**

**Proposals are due no later than May 29<sup>th</sup>, 2009, 12 noon.**