

RFP# A8001
Volunteer 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 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:

SPC 601 Volunteer Service serves as a recruitment, oversight, coordination, placement and monitoring "clearing house" for volunteer activity in Dane County. This is a countywide program. Volunteer Services recruits, trains and matches community volunteers with older and/or disabled adults to a variety of services. Volunteers and program participants are recruited without regard to race, gender, creed, ability, sexual orientation and ethnicity.

B. Objectives:

The goal of this program is to offer older adults an opportunity to share their skills and knowledge with the community at large. Reduce social isolation, increase self-reliance and independence and help older and disabled adults stay active and connected to their community. Offer self-worth and meet their own needs to stay active and connected. Target recruitment of the boomer generation as they become available to provide a wealth of volunteer services. Increase minority participation as both clients and volunteers. Continue to retain and reward volunteers through appreciation and recognition of their efforts.

C. Needs/Expectations:

The target group of program participants are folks 60 and older. Generally, the volunteers that are recruited are 50 plus, however, volunteers of younger age are encouraged to participate in the programs. As listed below, a number of programs are currently offered through this funding, and the types of service that may be offered are only limited by one's imagination in programming. The applicants are encouraged to expand on the scope of service categories.

D. Current Operations:

Currently these programs are being provided by two agencies: Independent Living, Inc. and RSVP of Dane County, Inc. (Retired Senior Volunteer Program).

Independent Living, Inc., receives \$48,480 to recruit, screen and match volunteers in programs including friendly visiting, telephone reassurance, delivery of evening and holiday meals on wheels, and special projects such as snow shoveling and home chores.

RSVP of Dane County, Inc., receives \$43,730 to recruit, screen and match volunteers in community agencies across Dane County, the School/Youth Program, mentoring, tutoring and computer buddies for youth, as well as other targeted programs.

These services are typically offered Monday through Friday from 8 a.m. to 4:30 p.m. with the exception of the meal delivery program. Volunteer work stations vary.

A proposal may seek to replicate one or both of these programs or may offer a cost effective alternative.

- E. Maximum funding available for this project is \$92,210.
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. Scope of the program must be defined regarding the geographic area of the county. Where service is provided and how those areas will be served should be defined. Applicant should address how recruitment will be targeted to the Baby Boom Generation.

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 (County Short Form Application, p. 2)	20%
Experience and qualifications (County Short Form Application, p. 4)	25%
Program budget (County Short Form Application, Appendix A, p. 12)	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: Barbara Thoni
Phone: (608) 261-9789
E-Mail: thoni@co.dane.wi.us

VI. **Timeline**

Consolidated Application Workshop and date of issue of the application:

Friday, April 27, 2007, 9:00–10:00 a.m.
Dane County Human Services, Room 110
1202 Northport Drive
Madison, WI

Application due from vendors: June 8, 2007, 12 noon
Notification of intent to award (est.): July 30, 2007

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 #
1202 Northport Drive
Madison, Wisconsin 53704

Proposals are due no later than June 8, 2007, 12 noon.