

RFP# A8003
National Family Caregiver Support Program (NFCSP)
(Caring for the Caregiver)
Administration

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 701 Training and Development

The performance of management functions in a natural or supportive service setting directed at maximizing the knowledge and skills of individual human service providers. Management functions performed include, but are not limited to: personnel development and consultation/training.

This contract is to purchase at least 32 staff hours per week to coordinate the National Family Caregiver Support Program, hereafter known as Caring for the Caregiver, developing educational programs and services for unpaid caregivers of older adults, age 60 and older, and training for employees of county contracted agencies who provide service to unpaid caregivers.

B. Objectives:

To assist family caregivers caring for loved ones by providing educational materials, resources, information and assistance, to educate the aging network on ways to assist family caregivers, to provide one-on-one counseling to caregivers, to provide respite services and supplemental services on a limited basis to complement the care given by caregivers.

C. Needs/Expectations:

The contracted position will be located in the Area Agency on Aging Office, 2322 S. Park Street, Madison, and will work an average of 32 hours per week coordinating the National Family Caregiver Support Program.

Resource books and other written material and/or audio & video tapes will be available to groups, support group facilitators, aging network staff and individual caregivers.

D. Current Operations:

The National Family Caregiver Support Program requires that counties provide information, education and support to unpaid caregivers and the aging network. This contract will support a Caregiver Program Coordinator to provide services to accomplish these requirements. The current provider/administrative agency is the East Madison/Monona Coalition of the Aging, Inc. Examples of the current provider's activities include: maintaining a caregiver resource library, providing support to facilitators of caregiver support groups with access to educational materials and continuing education (through facilitator trainings), providing leadership for Dane County Caregiver Alliance, administering NFCSP funds for family caregivers, administering monthly payroll for private care providers, supervising volunteers and holding yearly meetings with county employees to provide educational resources for their employed caregivers. The current administrative agency provides fiscal management of personnel costs, program expenses and some resource management for the program

The program is offered 32 hours per week during normal business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m.

E. Maximum funding available for this project is \$42,091.

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.

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.