

RFP# A8004
Support Broker/Service Coordination

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:

Under direction of the consumer, to assist consumers in accessing a full range of appropriate services and support in a planned, coordinated, efficient and effective manner.

B. Objectives:

Support Broker/Service Coordination – To provide services to consumers in a supportive service setting by locating, managing, coordinating and monitoring all County contracted services, other services and informal community supports needed by the individual and their families for adults under the Self Directed Support system. Self Directed Supports are defined as services which provide support, care and assistance to an individual with a disability, prevent the person's institutionalization and allow the person to live an inclusive life. Self Directed Supports are designed to build, strengthen or maintain informal networks of community support for the person.

C. Needs/Expectations:

1. Provision of services and supports which assist the person, family or friends to:
 - Identify and access formal and informal support systems;
 - Develop a meaningful consumer support plan; and/or
 - Increase and/or maintain the capacity to direct formal and informal services
2. Completion of activities which assist the person, his/her family, or his/her friends to determine his/her own future.
3. Development and implementation of person centered support plans which provide the direction, assistance and support to allow the person with a disability to live in the community, establish meaningful community associations, and make valued contributions to his/her community.
4. Ongoing consultation, community support, training, problem solving, technical assistance and financial management assistance to assure successful implementation of his/her person-centered plan.

5. Development and implementation of community support strategies which aid and strengthen the involvement of community members who assist the person to live in the community.
6. Services provided under a plan for consumer directed supports may not duplicate any other services provided to the person. Components of the consumer directed supports will be documented as necessary to prevent the person's institutionalization in the individual service plan/personal support plan. Additionally, the local agency shall document how the community support services enable the person to lead an inclusive community life, build a viable network of support, and result in outcomes specified by the consumer or his/her legal guardian

D. Current Operations:

These programs are currently provided by:

- ARC-Wisconsin Disability Association, Inc. with a total of 8.6 FTE staff supporting 137 Consumers
- Avenues to Community, Inc. with a total of 14.9 FTE staff supporting 268 consumers
- Catholic Charities, Inc. with a total of 7.1 FTE staff supporting 132 consumers
- United Cerebral Palsy of Greater Dane County, Inc. with a total of 9.1 FTE staff supporting 127 consumers.

E. Maximum funding available for this project is \$2,081,864:

- ARC-Wisconsin Disability Association, Inc = \$433,891
- Avenues to Community, Inc. = \$765,679
- Catholic Charities, Inc. = \$413,180
- United Cerebral Palsy of Greater Dane County, Inc. = \$469,114

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. New applicants, or existing providers bidding on a new program may submit Job Descriptions as an appendix to the written narrative and budgets.

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: Dan Rossiter, Community Services Manager
Phone: (608) 242-6473
E-Mail: rossiter@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.