

RFP# A8005
Financial Management 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:

Financial management services are services that assist waiver participants and their families to manage service dollars. This service involves a person or agency paying service providers after the participant, guardian or family authorizes payment to be made for services included in the participant's approved individualized service plan.

B. Objectives:

This program is designed to provide a conduit for individual service funds to be held by the PROVIDER until accessed by consumers and their Support Brokers as directed by County process and procedures.

C. Needs/Expectations:

The PROVIDER will pay providers of individual services according to the Individual Financial Plan prepared for each consumer referred to PROVIDER and in amounts specified for each service according to the Individual Financial Plan from COUNTY funds transferred to PROVIDER in trust. Payments shall be paid in monthly increments, the total of monthly increments of which shall not exceed "This Year's Self-Directed Funds Total" as indicated in the Individual Financial Plan.

As long as there are sufficient funds in the consumer's account and the PROVIDER has in its possession an Individual Financial Plan signed by the consumer, the Support Broker and by a Dane County Program Manger or Specialist, the PROVIDER shall:

- Prepare and distribute, on behalf of the consumer, payment to the consumer's selected service providers, either directly or through a third party payment processor, as specified in the Individual Financial Plan.
- Pay the services as indicated in a voucher form approved by COUNTY and signed by the consumer and Support Broker.
- Pay the consumer's service providers as authorized within twenty (20) days of submission of a completed and signed voucher to the PROVIDER.

Monthly payments to providers, if all necessary authorizations have been received, shall be paid by the 5th working day of the month in which services are to be provided.

PROVIDER will issue monthly statements to the consumer and Support Broker, indicating all disbursements made on behalf of the consumer and balances remaining in the consumer's account. The PROVIDER shall maintain all individual service funds in a separate interest bearing bank account and will maintain a separate internal consumer account for each individual.

The PROVIDER shall not commingle individual service funds with any other funds that the PROVIDER holds.

The PROVIDER shall neither request nor transfer funds from the individual services funds to any other program that it provides.

The PROVIDER may not employ any direct support providers.

The PROVIDER shall not be responsible for:

- Securing the receipts for payments made.
- Ensuring the expenditures meet the allowable cost policy or other governmental requirements.
- Determining classification of the service provider as an employee of a provider or an independent contractor.

The PROVIDER shall not influence the consumer or Support Broker in selecting, contracting with or terminating agreements with Support Brokers, service providers or independent contractors.

All unexpended funds held in the consumer's account shall remain in the consumer's account until the end of the fiscal year. All excess funds shall be returned to COUNTY.

The PROVIDER and the COUNTY's Community Program Specialist agree to meet quarterly to review program goals, and progress and barriers encountered in reaching those goals.

As necessary, the Dane County Program Manager or Specialist may determine that it is in the best interest of a consumer for payments to be made on behalf of a consumer and will direct the PROVIDER to issue payment without the necessary requirements in place, specifically the Individual Financial Plan, signed voucher or sufficient funds in a consumer account, as follows.

The PROVIDER may be directed to make payments by telephone, facsimile (FAX), electronic mail or in writing. In all cases, the PROVIDER will have the directive confirmed in writing.

The PROVIDER will be required to make such payments only if the PROVIDER has sufficient funds in total to cover the payment.

PROVIDER and COUNTY agree that during the terms of this agreement, this schedule may be re-negotiated to address changes in consumer utilization, service delivery, or other provisions required by law, policy or funding sources.

PROVIDER shall hold consumer funds in an interest-bearing account at a financial institution regulated by the federal government. Interest earned on this account shall be paid to the COUNTY annually within 10 days after PROVIDER receives the 1099 forms from the financial institution. A copy of the 1099 form shall be submitted with the payment.

An audit of the funds held in trust shall be performed as part of the PROVIDER's audit and included in the audit report submitted by the PROVIDER. The audit of the funds held in trust shall be performed on the cash basis of accounting.

D. Current Operations:

This program is currently being provided by Fiscal Assistance of Dane County, Inc., which currently provides individual payments for 1,175 people with a total annual allocation of \$52,200,000 with 1.8 FTE staff.

E. Maximum funding available for this project is \$126,858 .

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: Dan Rossiter
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.