Dane County Department of Human Services
2021 RFP/Application – Quick Notes

KEY DATES

Last date for submission of questions 4:30 p.m. Monday, April 13, 2020 to DCDHSRFP@countyofdane.com

Expected Date FAQs/Addendums Posted to Web Site Wednesday, April 29, 2020

Applications due from prospective vendors 2:00 p.m. Wednesday, June 3, 2020
(No exceptions) Email to DCDHSRFP@countyofdane.com

2021 APPLICATION FORM CHANGES FROM 2020

Key changes include:

- Equity and Inclusivity: Previously worth 5 points. No longer a separate area to be scored. This is to be woven into each section of the application.

- Agency Governing Board/Staff Descriptors: Previously worth 5 points. Still need to complete the grids on board members, staff/board/volunteer demographics, and indicate the number of board meetings in the current and prior year. However, this is not a section that will be scored.

- Part 1: Agency Background - captures information on the agency background and fiscal services. This required section is not scored and will not impact the selection of the agency to provide services. This helps to lay out some of the fiscal expectations once an award is made.

- Part 2, Section 8: Legal Information - asks about lawsuits, judgements, bankruptcy, and insolvency. This required section is not scored and will not impact the selection of the agency to provide services. This helps to make DCDHS aware of potential issues.

PROPOSALS / APPLICATIONS

All proposals must include:

- Completed DCDHS Application Form
  - With additional information requested in the RFP
  - Completed Attachment A – Vendor Information
  - Completed Attachment B – Designation of Confidential and Proprietary Information

- Completed Budget and Personnel Schedules Spreadsheet (Excel sheets)
SIGNATURES

An authorized agency representative must sign the application form and the appropriate attachments. This is typically the Executive Director, CEO, Board Chair, or other party authorized to enter into legal contracts. A scanned application with signature is acceptable.

RESOURCE

Agencies who would like to have their response to the RFP reviewed by a third party before submitting it to DCDHS may contact:

Wisconsin Procurement Institute  
Web site: https://www.wispro.org/about-wpi/  
Email: info@wispro.org  
(414) 270-3600 (Milwaukee Office)  
(608) 427-2086 (Camp Douglas Office)

The organization has two persons who serve the Madison area.

ADVANTAGES OF EARLY SUBMISSION

- Avoid last minute computer or internet issues
- Avoid issues with obtaining needed signatures
- Have opportunity to submit missed Attachments or pages missing signatures
- Know that the deadline was met
- Less stress