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.

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/Providers/default.aspx

Contracts with the Department of Human Services limit administrative costs/expenses to a 15% ceiling.

Your proposal should include the completed County Application and information requested in Section III below.

II. Program Scope:

A. Program Description:
Respite Care is the provision of support to primary caregivers or their dependents with intellectual disabilities, for the purposes of temporarily relieving the stress of continuous care-giving. The service provides individuals with intellectual disabilities support and supervision at home, in a home-like environment or community setting. It aims to support people to remain in their family home by reducing social isolation and caregiver stress.

This program provides the administrative functions of recruiting, hiring and training respite workers then matching families and individuals to respite providers. Additionally it includes the direct provision of respite care.

B. Goals:
- To provide the primary caregiver temporary relief from the stress of providing a loved one’s continuous support.
- To reduce the social isolation of individuals’ with intellectual disabilities who reside in their family home.

C. Needs/Expectations:
The successful bidder will:
- Assist all registered families to obtain needed respite, typically 140 hours per year.
- Provide additional support and coordination to families whose members have complex needs and require significant amounts of regularly scheduled care.
- Bring families and individualized care providers together in meaningful and productive relationships that reduce caregiver stress and increase the social inclusion of individuals with intellectual disabilities.

Services include, but are not limited to:
- Assisting families to develop a respite care plan that best meets their family and child's goals. Respite may occur in the family home, a provider's home or at community-based events that reflect personal interests, support friendships and promote social inclusion;
- Providing families with individualized recruitment support, on-going training opportunities, care coordination and online resources;
- Recruiting a pool of qualified, committed respite providers that have the skills to strengthen natural supports, promote social inclusion and address challenging medical needs and behaviors;

- Assisting families in identifying potential respite funding sources and deciding which are appropriate to best meet their needs;

- Assisting families in identifying natural supports and strengthening their support networks. This may include partnering with local, family-run advocacy groups;

- Matching respite recipients of similar interests with each other and a common respite provider to encourage friendship and social inclusion;

- Screening, hiring and training respite workers;

- For those children and adults who are eligible for Medical Assistance Personal Care (MAPC) under the Wisconsin Medical Assistance Personal Care Program (WMAP PC), the successful bidder will work with the identified MAPC provider to ensure the MAPC program is billed when appropriate and that time sheets accurately differentiate between hours billed to the respite and personal care programs.

- To the extent possible, coordinating the hiring and training protocols for employees jointly employed by the respite program and an MAPC provider, with the aim of minimizing duplication of the paperwork and administrative tasks experienced by families and respite workers.

D. Current Operations:
   This service is currently provided by United Cerebral Palsy. Under this contract UCP coordinates the respite administrative functions for 280 children and adults with intellectual disabilities and provides direct respite services to about 220 individuals. A program director, assistant director, 1.5 billing clerks and 6 service coordinators split their job responsibilities between this program and another youth program. Approximately 44 FTEs provide direct respite.

E. Maximum funding available for this program is $440,610. Of this $220,000 covers the administrative functions of recruiting, hiring, training and matching respite providers to approximately 280 children and adults with intellectual disabilities and their families. An additional $224,610 covers the direct service costs of providing respite to approximately 220 individuals. The County reserves the right to reject any and all applications and to negotiate the terms of the contract, including the award amount, with the selected applicant prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring applicant, the County may negotiate a contract with the next highest scoring applicant.

F. Additional pages: You may use up to 5 additional pages as indicated in the RFP. Pages in excess of this number will not be considered in the evaluation process.

III. Request for Information in addition to the Application (required):

   If you are a current provider of this program, proceed to D.

   A. 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. Include your agency’s mission statement. Also provide resumes of key staff and copy(s) of licenses, if applicable.

   C. What are your expectations of the participants’ demographics when the program is up and fully operational? (If you respond to this question, you may skip D.)
D. Please provide information of the demographics of your participants.

E. In Question 2 please comment on ways that your organization could cost-effectively use respite as a tool to strengthen community inclusion and reduce social isolation. If needed, you may have an additional 5 pages to answer Question 2.

IV. Evaluation Criteria. The application will be scored on a 100 point scale as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Scope</td>
<td>40%</td>
</tr>
<tr>
<td>Organization Profile</td>
<td>35%</td>
</tr>
<tr>
<td>Program Budget</td>
<td>20%</td>
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</tbody>
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Local Vendor Points 0-5% (Under County ordinances, a “Local Vendor” is defined as a supplier or provider of equipment, materials, supplies or services which has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor. Under County ordinances, Local Vendors and vendors in counties adjacent to Dane County (i.e., Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) receive special treatment in bids issued by the County. A Local Vendor will automatically receive five (5) points in the evaluation scoring. Vendors in counties adjacent to Dane County will automatically receive two (2) points. Non-Local Vendors will receive zero (0) points in that portion of the evaluation scoring.)

V. Contact Information: Please check the website (www.danecountyhumanservices.org/application.htm) routinely to receive any updates or changes to this RFP. For clarifications or questions concerning this application, your contact is listed below. Responses to questions submitted will be posted to the website.

Contact: Monica Bear
E-Mail: bear@countyofdane.com

VI. Timeline

Application Workshop: April 22, 2014 1 p.m.
ADRC of Dane County
2865 North Sherman Avenue, Madison
Conference Room 109

Application due from vendors: May 22, 2014 4:30 p.m.
Notification of intent to award (est.): July 31, 2014

Your completed application should include the following:

1) A completed Dane County Department of Human Services Application and Budget and Personnel Schedule Spreadsheet
2) Additional information requested in Section III above.
3) If submitting a hard copy application, please send it to:
   Dane County Human Services, Attn: RFP #1005, 1202 Northport Drive, Madison, WI 53704
4) If submitting your completed application by email: DCDHSRFP@countyofdane.com

Note: The Department reserves the right to request a hard copy of the completed application from the applicant.