



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Milwaukee County

February, 2015

To: Community Agencies, Organizations and Interested Parties

The Milwaukee County Department of Health and Human Services (DHHS) invites community agencies, organizations and interested parties to participate in the RFP process by submitting proposals for the Milwaukee County Energy Assistance Program. The Department welcomes new prospective vendors to participate in this RFP process.

Proposal materials (*Program Requirements and Technical Requirements*) will be available for download in electronic format beginning **Friday, February 13, 2015** from:

http://county.milwaukee.gov/DHHS_bids

A question and answer session (pre-Proposal conferences) will be held to discuss the proposal guidelines. The meeting has been scheduled at the following location, date and time. Please email questions in advance to dhsca@milwaukeecountywi.gov no later than February 25, 2015.

Marcia P. Coggs Human Services Center
1220 West Vliet Street
Milwaukee, WI 53205
Room 301C

March 2, 2015
1:00 p.m.,

All proposals for funding in response to this RFP must be received by the Department of Health and Human Services no later than **4:00 p.m. CDT, Friday, March 27, 2015**. No extensions will be granted for submission of proposals unless approved by the Director of the Department of Health and Human Services and the County Board Policy Committee.

Proposals may be mailed or delivered to:

Marcia P. Coggs Human Services Center
Attention: Dennis Buesing
~~Room 300~~ **Room 304**
1220 West Vliet Street
Milwaukee, WI 53205

~~Deletions~~ **Additions**

INFORMATION SUMMARY SHEET

RFP Issuing Office: Milwaukee County – Management Services Division

RFP Issue Date: February 13, 2015

RFP Number: 82110001

Deadline for Receipt of Conference Questions: Noon, February 25, 2015 Emails only

Date of Pre-Proposal Conference: 1:00 p.m., March 2, 2015

Pre-Proposal Conference Location: Marcia P. Coggs Human Services Center
1220 West Vliet Street

Milwaukee, WI 53205
Room 301C

Deadline for Receipt of Post- Proposal Conference Questions: Noon, March 4, 2015

Written Q & A Posted to Website: Monday, March 9, 2015

RFP Proposal Receipt Deadline: **4:00 p.m. CDT, Friday, March 27, 2015**

Proposal, Q&A and Addenda Posting Site: <http://county.milwaukee.gov/Corrections22671.htm>

RFP Submission Location: Marcia P. Coggs Human Services Center
Attention: Dennis Buesing
~~Room 300~~ **Room 304**
1220 West Vliet Street
Milwaukee, WI 53205

RFP Administrator: Dennis Buesing
Email: dhhsca@milwaukeecountywi.gov
Phone: 414-289-5853

It shall be the responsibility of each vendor, prior to submitting a proposal, to check the website for addenda and other postings related to this RFP.

~~Deletions~~ *Additions*

After Notification of the Intent to Award is made, copies of all Proposals will be made available for other proposer's inspection subject to proprietary information exclusion mentioned in **Section 2**. Any such inspection will be conducted under the supervision of DHHS staff. Photo copiers of proposals requested under the Wisconsin Public Records Law, Sections 19.21 and 19.35 of the Wisconsin Statutes will not be made available to requestors until contract negotiations with recommended proposers have been concluded. Copies of proposals will be made available for inspection only for five working days from the date of issuance of "Notice of Intent to Award" between 8:30 a.m. to 4:00 p.m. at:

Milwaukee County Department of Health and Human Services
Contract Administration
1220 W Vliet Street, ~~Suite 300~~ *Suite 304*
Milwaukee, WI 53205

Proposers should schedule inspection reviews with Cleo Stewart, at 414-289-5980 to ensure that space and time are available for the review.

3.5. NEGOTIATE CONTRACT TERMS

The DHHS reserves the right to negotiate the terms of the contract, including the award amount, evaluation process, authorized budget items, and specific programmatic goals, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected proposer, the agency may negotiate a contract with another proposer at the respective division administrator's discretion.

3.6 PROTEST AND APPEALS PROCESS

Only unsuccessful proposer(s) are allowed to file an appeal. Applicants can only protest or appeal a violation of the procedures outlined in these RFP instructions or in the selection process. Subjective interpretations by the reviewers are not subject to protest or appeal. All appeals must be made in writing and must fully identify the procedural issue being contested. On demand by such appellant(s), DHHS may provide the summary score(s) of review and scoring panel, but in no case will the names of panel members be revealed.

A written appeal, fully documenting the basis for the appeal, must be made in writing. The appeal must be as specific as possible and should identify deviations from published criteria in the selection process or the procedures outlined in these RFP instructions that are alleged to have been violated.

The written appeal should be filed with Héctor Colón, Director, Department of Health and Human Services, 1220 W. Vliet St., Suite 301, Milwaukee, WI 53205, and received in his office no later than five (5) working days after the notice of intent to contract or non-funding is post-marked. Late filing of the appeal will invalidate the protest.

The decision of the DHHS Director will be binding. For all divisions except BHD, a proposer may challenge the decision of the Director, per the process in Section 110 of the Milwaukee County Code of General Ordinances. DHHS may proceed to contract

~~Deletions~~ *Additions*

II. FINAL SUBMISSION

After completion of the proposal review and upon receiving notice of a contract award, funded agencies are required to submit the following updated proposal items (if nothing has changed from initial submission, re-date and resubmit):

Item #	Item Description
1	Proposal Summary Sheet
12	Insurance Certificate
25	IRS Form 990 For Non-Profit Agencies
27	Budget Forms 1, 2, 2A, 2B, 3, 3S, 4, 4S, 5, 5A, and 6-6H
34	Current Direct Service Provider/Indirect Staff Roster

Final submissions are due by 4:00 p.m., ~~September 8, 2015~~ **August 1, 2015**, and must be mailed or delivered to:

Milwaukee County DHHS
Contract Administration
1220 West Vliet Street, Suite ~~300~~ **304**
Milwaukee WI 53205
dhhsca@milwaukeecountywi.gov

III. SUBMISSIONS FOR AGENCIES CURRENTLY IN A MULTI-YEAR CYCLE

All agencies with programs that are currently in the second or third year of a multi-year contract cycle (do not require a competitive, panel review), **must** submit all the items listed above under FINAL SUBMISSION, **plus** the Authorization To File* (Item 3), Emergency Management Plan (Item 25), **plus** any other items that have changed from the previous contract year (e.g., change in Board of Directors, change in Personnel Roster, etc.).

*Must be completed specifically for each contract year.

Submissions from all agencies must be received by the DHHS **as stated in the INFORMATION SUMMARY SHEET.**

~~Deletions~~ **Additions**