

## Energy RFP Question-Section 36, Page 4-60

Andi Elliott <AndiE@communityadvocates.net>

Wed 2/25/2015 11:21 AM

To: SH DHHS Contract Administration <dhhsca@milwaukeecountywi.gov>; Buesing, Dennis  
<Dennis.Buesing@milwaukeecountywi.gov>;

Good Morning,

Section 36, Page 4-60 requires us to include client characteristics data from the prior year. However, with the new Home Energy Plus system we do not have a reporting function that will allow us to gather the necessary information to complete this section accurately. Can we reach out to the state for this information, or will Milwaukee County DHHS staff make all data related requests to the state on our behalf? If Milwaukee County DHHS staff will be making data related requests to the state, please indicate the appropriate contact person for data related requests. For example, in addition to demographic information, data on applications taken, i.e. HV v. Mail/Phone applications will be helpful information to have as well.

Thank you,  
Andi Elliott

Andi Elliott, Chief Executive Officer  
Community Advocates, Inc.  
[728 N. James Lovell](#)  
[Milwaukee, WI 53233](#)  
414.270.2941, 414.270.2971 Fax, 414.517.6718 Cell

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6/12/2015

## Energy RFP Question-Item 29e, Page 4-52

Andi Elliott <AndiE@communityadvocates.net>

Wed 3/4/2015 11:37 AM

To: SH DHHS Contract Administration <dhhsca@milwaukeecountywi.gov>; Buesing, Dennis  
<Dennis.Buesing@milwaukeecountywi.gov>;

Good Morning,

We are currently under contract with Milwaukee County DHHS for Energy Assistance but have not been required to submit an annual or semi-annual evaluation report. Do we answer Item 29e as Not Applicable? Page 4-52 Item 29e - Program Evaluation: Agencies **currently under contract to the DHHS in 2014** must include a copy of the most recent annual or semi-annual program evaluation report for the program currently provided, or, if several programs are being provided, for the program that is the most similar to the service being applied for in this proposal.

Best regards,  
Andi Elliott

Andi Elliott, Chief Executive Officer  
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6/12/2015

## Energy RFP Question-Item 27, Page 4-39

Andi Elliott <AndiE@communityadvocates.net>

Wed 3/4/2015 11:56 AM

To: SH DHHS Contract Administration <dhhsca@milwaukeecountywi.gov>; Buesing, Dennis <Dennis.Buesing@milwaukeecountywi.gov>;

Good Morning,

We are currently under contract with Milwaukee County DHHS for Energy Assistance and prepare annual contract Budget Forms I-5A for each funding stream (Administration & Operations, Crisis Services and Outreach Services). Budget instructions provided at the Pre-Proposer Conference stated that Budget Forms I-5A should be prepared for each Service Area/Zone without delineation of funding stream. Is this correct or do we need to prepare a linked budget spreadsheet for each Service Area/Zone with Budget Forms I-5A for each funding stream?

Best regards,  
Andi Elliott

Andi Elliott, Chief Executive Officer  
Community Advocates, Inc.  
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6/12/2015

## questions on RFP #82110001- Energy Assistance

Barbara McKillop <bmckillop@cr-sdc.org>

Fri 2/20/2015 1:45 PM

To: SH DHHS Contract Administration <dhsca@milwaukeecountywi.gov>;

In regards to the RFP for Energy Assistance, I have the following questions:

- In Section 5 page-17, the RFP asks us to respond according to a three year term. Should the budget be a three-year budget as well? Or should the budget only address the period from Oct 1 2015 to Sept 30, 2016?
- If an agency is applying for more than one zone, does it include a separate budget for each zone? Should each zone be named separately as a site on the Filler Form 1?
- For Item # 1 on page 4-9 it asks for a program number. There is an RFP number (#82110001), but not a Program Number in the RFP is this one in the same?
- Is there a page limit on Item #29b, the Narrative?

C

C

*Barbara N. McKillop  
 Lead Grant Writer  
 Social Development Commission  
 4041 N. Richards Street  
 Milwaukee WI 53212  
 (414) 906-2721  
 bmckillop@cr-sdc.org*

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6/12/2015

## RFP MSD-001 questions

Barbara McKillop <bmckillop@cr-sdc.org>

Mon 3/2/2015 3:24 PM

To:SH DHHS Contract Administration <dhhsca@milwaukeecountywi.gov>;

- As discussed at the March 2 Pre-proposal Conference, can you please clarify the statement in the RFP in Section 5-MSD-11 under Activities: *The agency shall operate a facility, open to the public, within the service zone.*

C

C

*Barbara N. McKillop  
 Lead Grant Writer  
 Social Development Commission  
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 Milwaukee WI 53212  
 (414) 906-2721  
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6/12/2015

## Energy Assistance questions

Barbara McKillop <bmckillop@cr-sdc.org>

Tue 3/3/2015 2:16 PM

To: SH DHHS Contract Administration <dhsca@milwaukeecountywi.gov>;

**At the Pre-conference meeting on March 2, you indicated that the Proposal Narrative includes responses to 13 items. Can you verify what those 13 items are? For example does this refer to the ACTIVITIES included on Section 5-MSD-Page 11-16? There are 15 items listed in this section.**

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6/12/2015

## Energy Assistance Program RFP Questions

Hartmann, Kaye <Kaye.Hartmann@umos.org>

Wed 3/4/2015 3:12 PM

To: SH DHHS Contract Administration <dhsca@milwaukeecountywi.gov>;

Cc: Buesing, Dennis <Dennis.Buesing@milwaukeecountywi.gov>;

Good Afternoon,

Below are questions pertaining to the Energy Assistance RFP:

1) RFP Section/page 4-10 – Year 2015 Authorization to File Resolution-Item #3:

Our full board meets quarterly and its next full meeting is scheduled for April 11, 2015. Our Bylaws state that the Board's Executive Committee (made up of officers) shall exercise authority of the Board between Board meetings since that committee meets monthly. Would it be acceptable to complete the **Authorization to File Resolution** based on an Executive Committee meeting which authorizes the agency to file a proposal for the Year 2015 Milwaukee County DHHS funding and sign Purchase of Service contracts, etc.?

2) RFP Section/page 4-10 – Year 2015 Authorization to File Resolution-Item #3:

The form asks for the agency Bylaws Article and Section that specified who is authorized to sign the Year 2015 Purchase of Service Contract. Our Bylaws do not include this information, the authority was provided by the Board through a resolution on 6/1/06. How would you like us to respond to that particular point on the form? Is it possible to add a note at the bottom of the form?

3) RFP Section/page 5-MSD-14 – File Retention

At the end of each season, is it the responsibility of the contractor to retain and store the hard case files/records (per File Retention requirements), or does DHHS collect them for long-term storage?

Thanks,

*Kaye Hartmann*  
*Planning & Resource Development Director*

Office: (414) 389-6039

Cell: (414) 550-2406

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