

RE: Energy Assistance RFP resubmission of Budgets due Monday  
4-27

Andi Elliott <AndiE@communityadvocates.net>

Fri 4/24/2015 11:40 AM

WHEAP RFP Q and A

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

Cc: Bill Koch <BillK@communityadvocates.net>; Maudwella Kirkendoll <MaudwellaK@communityadvocates.net>; Gallegos, Diane <Diane.Gallegos@milwaukeecountywi.gov>;

1 attachment (1 MB)

Community Advocates Inc Management Services Division 2015 Budget Forms (2015-2016) revised.xls;

Good Morning,

In accordance to your April 22<sup>nd</sup> email, please find attached Community Advocates' revised 2015-16 Energy Assistance budgets consistent with the updated budget amounts by zone and required applications/units. Additionally, I am confirming that Community Advocates will comply with the required days and hours of operation of Monday through Friday from 9 am to 4 pm for Energy Assistance and expanded hours during peak season of at least one evening of availability until 7 p.m. Please let me know if you have questions or require any additional information at this time.

Best regards,

Andi

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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**From:** Gallegos, Diane [mailto:Diane.Gallegos@milwaukeecountywi.gov]

**Sent:** Wednesday, April 22, 2015 9:29 AM

**To:** Andi Elliott

<https://outlook.office365.com/owa/>

6/12/2015

Cc: SH DHHS Contract Administration

Subject: Energy Assistance RFP resubmission of Budgets due Monday 4-27

Andi:

Milwaukee County has reviewed all RFP submissions.

We are requesting all interested bidders submit a revised budget to us no later than 5 pm, Monday, April 27, 2015.

Submissions should be sent to the Contract Administration email address (cc'd in this email).

You may only submit a revised budget for zones in your original proposal. Budgets should be for the entire zone, we will not consider budgets based on partial zones. Your bid for a zone will be considered withdrawn if:

- A. you indicate you wish to withdraw your proposal, or
- B. you do not submit a revised budget by the deadline.

Your budget must include the following parameters:

**1. Budget**

The contract request from Milwaukee County DHHS for each zone may not exceed the following amounts:

Zone 1: \$538,053  
Zone 2: \$425,224  
Zone 3: \$234,784  
Zone 4: \$436,904  
Zone 5: \$201,068  
Zone 6: \$223,069

However, the budget for each zone may exceed the above amounts if the budget is supplemented by additional revenue sources (grants, contributions or contracts), or subsidies from your organization's net assets (listed in "other non-DHHS revenue" in the budget form).

**2. applications/units**

You should consider the 2014 application numbers as the minimum applications/units expected in 2016.

Zone 1: 21,928  
Zone 2: 15,620  
Zone 3: 4,973  
Zone 4: 16,273  
Zone 5: 3,977  
Zone 6: 4,318

**3. Days and hours of operation**

Monday through Friday from 9 am to 4 pm are considered normal business hours for Energy Assistance. Weekend hours are optional.

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6/12/2015

During the peak season, hours must be expanded to 7 pm at least one evening per week. (Please see page 5-MSD-11).

Your revised budget should include all normal business functions including regular, phone, mail and crisis applications, phone calls, after hours "no heat" referrals, and supportive services.

If you have any questions please feel free to contact me.

Diane

*Diane Gallegos*

Contract Services Coordinator  
Wisconsin Home Energy Assistance Program  
Milwaukee County  
Department of Health and Human Service  
1220 W Vliet Street Room 300-039  
Milwaukee, WI 53205

[Diane.Gallegos@MilwaukeeCountyWI.gov](mailto:Diane.Gallegos@MilwaukeeCountyWI.gov)

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## Energy Assistance RFP resubmission of Budgets due Monday 4-27

Gallegos, Diane <Diane.Zettelmeier@milwaukeecountywi.gov>

Wed 4/22/2015 9:28 AM

To: Bev Shook <bshook@esiwi.com>;

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

**Bev:**

Milwaukee County has reviewed all RFP submissions.  
We are requesting all interested bidders submit a revised budget to us no later than 5 pm,  
Monday, April 27, 2015.

Submissions should be sent to the Contract Administration email address (cc'd in this email).

You may only submit a revised budget for zones in your original proposal. Budgets should be  
for the entire zone, we will not consider budgets based on partial zones. Your bid for a zone  
will be considered withdrawn if:

- A. you indicate you wish to withdraw your proposal, or
- B. you do not submit a revised budget by the deadline.

Your budget must include the following parameters:

### 1. Budget

The contract request from Milwaukee County DHHS for each zone may not exceed the  
following amounts:

Zone 3: \$234,784  
Zone 5: \$201,068  
Zone 6: \$223,069

However, the budget for each zone may exceed the above amounts if the budget is  
supplemented by additional revenue sources (grants, contributions or contracts), or subsidies  
from your organization's net assets (listed in "other non-DHHS revenue" in the budget form).

### 2. applications/units

You should consider the 2014 application numbers as the minimum applications/units  
expected in 2016.

Zone 3: 4,973

<https://outlook.office365.com/owa/>

6/12/2015

Zone 5: 3,977

Zone 6: 4,318

**3. Days and hours of operation**

Monday through Friday from 9 am to 4 pm are considered normal business hours for Energy Assistance. Weekend hours are optional.

During the peak season, hours must be expanded to 7 pm at least one evening per week. (Please see page 5-MSD-11).

Your revised budget should include all normal business functions including regular, phone, mail and crisis applications, phone calls, after hours "no heat" referrals, and supportive services.

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Diane

*Diane Gallegos*

Contract Services Coordinator  
Wisconsin Home Energy Assistance Program  
Milwaukee County  
Department of Health and Human Service  
1220 W Vliet Street Room 300-039  
Milwaukee, WI 53205

[Diane.Gallegos@MilwaukeeCountyWI.gov](mailto:Diane.Gallegos@MilwaukeeCountyWI.gov)

414-289-5744 

## Energy Assistance RFP Resubmission of Budget

Ben Armstrong <barmstrong@esiwi.com>

Thu 4/23/2015 6:24 PM

To: Gallegos, Diane <Diane.Gallegos@milwaukeecountywi.gov>;

Cc: SH DHHS Contract Administration <dhsca@milwaukeecountywi.gov>; Timothy Bruer <tbruer@sbcglobal.net>; Tim Bruer <tbruer@esiwi.com>; Bev Shook <bshook@esiwi.com>; Nikki Braconier <nbraconier@esiwi.com>; Jon Howell <jhowell@esiwi.com>;

1 attachment (1 MB)

Copy of LinkedBudgetForms2015 ESI 492015 FINAL.xls;

Diane:

Please find attached a revised budget for the RFP per your request.

As indicated, we are submitting a revised budget for zones in our original proposal; however, it has been updated to reflect a budget for the entirety of zone 6 as required in your email.

The budget includes the following parameters:

### 1. Budget

The contract request from Milwaukee County DHHS for the three zones have been adjusted and do not exceed the maximum amounts allowed.

### 2. Applications/units

We have amended these numbers, and the budget section of the RFP now reflects the 2014 application numbers as the minimum applications/units expected in 2016.

### 3. Days and hours of operation

ESI will maintain the following schedule of days and hours of operation:

Monday, Wednesday, and Friday from 8:30 am to 5 pm

Tuesday and Thursday from 8:30 am to 7 pm

Every other Saturday from 8:30 am to 5 pm

This meets and exceeds the minimum requirements as set forth on page 5-MSD-11.

Form 1 of the budget section allows for only "number of days program operates per week," and "number hours program operates per day" to be listed and offers no place to list out a specific schedule; hopefully we have reflected hours correctly within the RFP framework by reporting 9.3 hours per day and 5.5 days per week. This reflects 5.5 days per week (M - F = 5 days + M - S = 6 days [2 x per month], = 22 days per month / 4 weeks, = 5.5 average days per week) and 9.3 hours per day (8.5 hour days x 3 per week + 10.5 hour days x 2 per week, 46.5 hours per week / 5 days = 9.3 hours per day average). If for some reason we have misunderstood, we would hope to have the opportunity to address this section again in order to comply with the Milwaukee County's RFP intent, please let us know and we will make any required changes immediately.

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6/12/2015

The revised budget includes all normal business functions including regular, phone, mail and crisis applications, phone calls, after hours "no heat" referrals, and supportive services.

Per our conversation we have excluded the \$210,000 that we will have leveraged for direct benefits for those under/un-served within zones 3, 5, and 6. This assumes that Milwaukee County is in support of leveraged benefits outside of State LIHEAP for those special needs households where WHEAP funds are inadequate or unavailable.

If you have any questions or need any additional information, please do not hesitate to contact me. Again let us express our appreciation for the exceptional level of technical support that you and others have provided. It has most helpful during the Milwaukee County RFP process.

Respectfully,

*Benjamin Armstrong*  
Regional Program Services Coordinator

1225 S. Park St. Madison WI 53715

Phone: (608) 267-8601

Fax: (608) 264-6913

[barmstrong@esiwi.com](mailto:barmstrong@esiwi.com)

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6/12/2015

## RE: Energy Assistance RFP resubmission of Budgets due Monday 4-27

George Hinton <[ghinton@cr-sdc.org](mailto:ghinton@cr-sdc.org)>

Mon 4/27/2015 4:35 PM

To: Gallegos, Diane <[Diane.Gallegos@milwaukeecountywi.gov](mailto:Diane.Gallegos@milwaukeecountywi.gov)>;

Cc: SH DHHS Contract Administration <[dhhsca@milwaukeecountywi.gov](mailto:dhhsca@milwaukeecountywi.gov)>; Diane Robinson <[drobinson@cr-sdc.org](mailto:d Robinson@cr-sdc.org)>; Natasha King <[nking@cr-sdc.org](mailto:nking@cr-sdc.org)>; Gerard Randall ([hagenjl@milwaukee.k12.wi.us](mailto:hagenjl@milwaukee.k12.wi.us)) <[hagenjl@milwaukee.k12.wi.us](mailto:hagenjl@milwaukee.k12.wi.us)>;

1 attachment (1 MB)

LinkedBudgetForms2015-Protecte Revision 4 2015 (2).xls;

Diane,

As per requested please find attached revised Energy Assistance Budget in response to Milwaukee County RFP from SDC.

*George P. Hinton*

Chief Executive Officer  
Social Development Commission  
414-906-2722  
[ghinton@cr-sdc.org](mailto:ghinton@cr-sdc.org)  
[cr-sdc.org](http://cr-sdc.org)

---

**From:** Gallegos, Diane [<mailto:Diane.Gallegos@milwaukeecountywi.gov>]  
**Sent:** Wednesday, April 22, 2015 9:29 AM  
**To:** George Hinton  
**Cc:** SH DHHS Contract Administration  
**Subject:** Energy Assistance RFP resubmission of Budgets due Monday 4-27

George:

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Diane

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6/12/2015

*Diane Gallegos*

Contract Services Coordinator  
Wisconsin Home Energy Assistance Program  
Milwaukee County  
Department of Health and Human Service  
1220 W Vliet Street Room 300-039  
Milwaukee, WI 53205

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6/12/2015

RE: Energy Assistance RFP resubmission of Budgets due Monday  
4-27

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

Thu 4/23/2015 11:21 AM

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

Cc: Martinez, Leonardo (Jim) <Leonardo.Martinez@umos.org>; Koehn, Tina <Tina.Koehn@umos.org>; Daniel.Vidas@umos.org  
<Daniel.Vidas@umos.org>; Gallegos, Diane <Diane.Gallegos@milwaukeecountywi.gov>;

1 attachment (1 MB)

UMOS-MSD-2015 BudgetForms 4-22-15 New Target Budgets.xls;

**Good Morning,**

Attached please find UMOs' revised budget for the Energy Assistance RFP using the new target amounts. Please let me know you have received our resubmission.

Also, do not hesitate to contact me if you need anything further.

Thanks,

*Kaye Hartmann*  
*Planning & Resource Development Director*

Office: (414) 389-6039  
Cell: (414) 550-2406

UMOS, Inc.  
2701 S. Chase Avenue  
Milwaukee, WI 53207  
[www.umos.org](http://www.umos.org)

---

**From:** Gallegos, Diane [mailto:Diane.Gallegos@milwaukeecountywi.gov]  
**Sent:** Wednesday, April 22, 2015 9:28 AM  
**To:** Hartmann, Kaye  
**Cc:** SH DHHS Contract Administration  
**Subject:** Energy Assistance RFP resubmission of Budgets due Monday 4-27

Dear Andi:

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