



MILWAUKEE COUNTY
Department on Aging

Jon Janowski
Interim Executive Director,
Department on Aging

Commission on Aging

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Chair, Wellness Committee

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Chair, Strategic Governance Select
Committee

Ronald Byington

DATE: September 2, 2020

TO: Service Providers Eligible for Administrative Renewal

FROM: Jon Janowski, Milwaukee County Department on Aging

RE: Proposals for 2020 Administrative Renewal

You are receiving this letter because your agency currently has a contract with Milwaukee County to provide services to older adults, and your current contract can be administratively renewed for the 2021 calendar year.

The Milwaukee County Board of Supervisors authorizes MCDA to modify its vendor selection process and select contracts for Administrative Renewal without a competitive Request for Proposal (RFP). Below please find a list of existing contracts eligible for an Administrative Renewal for 2021:

1. Benefit Specialist/Legal Services
2. Case Management and Delivery Services for Home Delivered Meals
3. Community Outreach and Access Services to Southeast Asian Older Adults
4. Community Outreach/Translation Services for Southeast Asian Older Adults
5. Coordination of Neighborhood Services
6. Employment, Training, and Placement Services
7. Evidence Based Prevention Programs
8. Family Caregiver Support and Alzheimer's Direct Services
9. Family Support for Aging and Persons with Development Disabilities
10. Meal Site Supervision in Five County Owned Senior Centers
11. Medicare Benefit Outreach
12. Nutrition Site Supervision Services- Thirteen Sites
13. Outreach and Services to Lesbian, Gay, Bisexual and Transgender Older Adults
14. Programs in Clinton and Bernice Rose Park and Lawrence P. Kelly Senior Centers
15. Programs in McGovern Park, Washington Park, Wilson Park Senior Centers
16. Social/Nutrition Programs in the United Community Center
17. Senior Center programming and dining site in 53206

1220 West Vliet Street, Suite 302 | Milwaukee, WI 53205

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county.milwaukee.gov/aging | agewebinfo@milwaukeecountywi.gov

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18. Services to Asian-American Older Adults
19. Services to Native American Older Adults
20. Specialized Transportation Services for Older Adults
21. Telephone Reassurance Program
22. UCC Transportation Services

The timeline and procedures to be followed in the Department's Administrative Renewal process is outlined below:

1. Submission of proposal materials for a 2021 contract by 5:00 pm CST, October 9th, 2020.
2. Agreement between Department and service provider on compliance relevant to Program/Service Guidelines or Specifications.
3. Agreement between Department and service provider on funding requested by the Department for the contracted service in 2021 and, where applicable, the unit rate(s) to be paid for that service.
4. Approval by County Board of Supervisors at its meeting in December 2020, when applicable, of the recommended contracts and amounts.

To be considered for Administrative Renewal, proposals must be submitted electronically via e-mail on the forms provided by the Department, and received no later than 5:00 p.m., on Friday, October 9th, 2020.

Applicants must submit **one** electronic copy of the proposal for **each** contract for which they are seeking an Administrative Renewal for in 2020.

All electronic copies should be submitted in the following format:

- 1) Each individual document saved as a .pdf. All pages of each document should be saved in one file; however, do not submit the entire proposal saved as one file.
Files should be renamed with your program name from the list above, 2021 and the document name, ex: Benefit Specialist/Legal Services 2021 Form 2.0.
- 2) All of the required documents attached in a single e-mail.
- 3) E-mailed copies should be sent to: Carrie.Vallejo@milwaukeecountywi.gov

Applicants are advised that the submission of a proposal does not obligate Milwaukee County to fund the proposed program or service.

The Department advises applicants that awarding of contracts is contingent upon the availability of federal, state, and county funds, the adoption of the 2021 County Budget, and authorization by one or more of the following: Milwaukee County Board Committee on Finance, Milwaukee County Board of Supervisors, and Milwaukee County Executive (see page 3 for further information).

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If you do not intend to submit a 2021 proposal, please notify the Department on Aging in writing of your intention as soon as possible but no later than 5:00 p.m. on September 11th, 2020.

Proposal materials for Administrative Renewals include the following:

1. Cover letter (which you are reading).
2. Department on Aging Program/Service Guidelines or Specifications for any current contracts you hold.
3. Forms Packet to be used for completion of Exhibit I sheets/forms as well as Form 2.0 (Program Summary), Form 5.0 (Terms, Conditions and Assurances), Form 6.0 (Equal Employment Opportunity Certificate), and the Exhibit I form. Note: The Exhibit I form has been revised for this process, including demographics of staff and Board membership that was requested by the Commission on Aging Service Delivery Committee.

In addition to the required proposal materials, if your agency has a logic model please attach it with your proposal materials. A logic model is a visual representation of an agency or program's resources (inputs), how it approaches goals (activities), identifies and measures what is produced (outputs), and how this effects change (outcomes). This is an optional attachment, and a template is attached for your reference.

Department on Aging staff will review the proposals submitted. If the service provider requests changes in contract provisions with which the Department does not agree, they will be contacted by the contract manager. If agreement over proposed changes cannot be reached, the Department reserves the right to discontinue the Administrative Renewal process and issue a Request for Proposals open to all qualified applicants. In addition, the Milwaukee County Board or Milwaukee County Executive may, at their discretion, direct the Department to conduct a Request for Proposals in place of an Administrative Renewal.

It is anticipated that the Department's contractual requirements will not significantly change for 2021, but they remain subject to revision to comply with changes in federal, state or local laws, or administrative requirements.

Due to changes in Wisconsin Statutes (2013 Wisconsin Act 14) relating to public contracts in populous counties, how contracts are authorized and executed by Milwaukee County has changed. Namely:

Authorization

Contracts under \$100,000 do not require authorization by the County Board. Contracts between \$100,000 and \$300,000 must go to the Board's Committee on Finance for consideration. If the Committee approves the contract it is forwarded to the full County Board for further consideration. All contracts over \$300,000 require County Board approval. (Note: Contracts of \$100,000 or more may be referred to the Committee on Health and Human Needs as an informational item at the discretion of the County Board Chair.)

Execution

The Department on Aging has established program outcomes for 2021 that each agency will be expected to meet, including participation in data collection. Required program outcomes and

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outcome measures are outlined in the Program/Service Guidelines or Specifications. All county contracts now require signature by the following: Director (of the vendor agency), Community Business Development Partners, MCDA Executive Director, Risk Management Director, Corporation Counsel (Approved as to Form), Milwaukee County Comptroller, Milwaukee County Executive, and Corporation Counsel (Approved as to Wis. Stats. §59.42)

Budgets must be submitted by funding stream amount and service type. This means if the total contract amount is funded by multiple state/county/federal dollars, there should be individual budgets submitted for each of those funding streams. Funding streams for each program can be found in the Program/Service Guidelines or Specifications for the program. If you need help figuring out how to develop a budget for separate funding streams please contact your contract monitor.

Thank you for your cooperation.

Sincerely,



Jon Janowski, Interim Executive Director
Milwaukee County Department on Aging

Enclosures

cc:

Jill Knight
Dan Idzikowski
Gaylyn Reske
Carrie Koss Vallejo
Nasrin Wertz
Matt Fortman