

# Case Management Special Project Fund Outreach & Assistance Program Request for Proposal (RFP) #TBD

## I. Introduction and Background

The purpose of this document is to provide interested parties with information to enable preparation and submittal of a proposal in accord with basic requirements used by Dane County 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 may 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: (1) County Application Cover Page and (2) Narrative Responses to the attached required questions. Narrative responses should not exceed two (2) pages, single spaced, using a minimum of 12-point font.

## II. Program Scope

### A. Program Description:

The Dane County Special Project Fund will augment Dane-County-funded budgets for Senior Focal Point provided client-centered case management and related services provided by the 15 Senior Focal Points. It will cover all or part of one-time costs (e.g., unanticipated equipment needs, start-up costs for special projects, continuing education opportunities, limited staff time to meet emergency situations, unanticipated costs for specialized equipment or services, or increased costs for supplies, postage, equipment repairs, and services.) The focus of the program is to address unmet needs of Client-Centered Case Management senior adult clients.

Maximum funding available for this program is \$13,807. The maximum amount for any single proposal is \$13,807. This contract will address Dane County Client-Centered Case Management Services as described in section B. Goals.

### B. Goal:

The goal of the Client-Centered Case Management program is to provide older adults (age 60+) living in Dane County the support needed to achieve and maintain optimum independence in the community through assessment of need and the coordination and monitoring of community-based services. Client-centered case management optimizes functioning through assessments of needs. Using assessment information, a case manager, with the client's input, develops a plan to provide services as efficiently and effectively as possible. Client-centered case management rests on a foundation of professional training,

values, knowledge, theory, and skills used in the service of attaining goals established in conjunction with the client and the client's family and/or significant individuals, as appropriate. Client-centered case management is ongoing and includes the following specific goals:

- a. To promote and enhance, when possible, skills of the client in accessing and utilizing supports and services
- b. To develop the capacities of social networks and relevant human services providers to promote the functioning and well-being of the client to enable independence
- c. To promote service effectiveness while providing services and supports as efficiently as possible
- d. To link, create, and promote formal and informal systems to provide the client with resources, services, and opportunities

C. **Needs/Expectations:**

Grant funds may be used to meet any of the following needs:

- a. To continue or restore client services that had to be curtailed because of diminished staff time;
- b. To enable staff to attend staff development or in-service training (for example, tuition, books or other resources, transportation/lodging costs);
- c. To plan, develop, and provide client service(s) heretofore thought to be evidence-based, unique, or needing application in a case-setting not currently used;
- d. To meet unexpected cost increases not included in the current budget;
- e. To enable social research targeting program or technique effectiveness; or
- f. To fund other initiatives that either enhance case management services or improve the quality of life for the low income individuals served by AAA funded case management programs.

- D. **Current Operations:** This is a new grant-funded project to cover the period 1 July 2015 through 30 June 2016.

**Maximum funding** available for this program is \$13,807 in total or in part.

The County reserves the right to reject any or all applications and to negotiate terms of the contract, including the award amount, with the selected applicant prior to entering into a contract.

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

<b>Proposal</b> (Narrative Response, Question 1)	50%
<b>Qualifications</b> (Narrative Response, Question 2)	25%
<b>Agency Commitment</b>	15%

(Narrative Response, Question 3)

**Organizational Operations**

10%

(Narrative Response, Question 4)

**IV. Contact Information**

Contact: Cheryl Batterman  
E-Mail: Batterman.Cheryl@countyofdane.com

**V. Timeline**

Application due from vendors: May 1, 2015 @ 4:30 pm  
Notification of intent to award (est.): June 1, 2015

**Your completed application should include the following:**

- 1) A Dane County Department of Human Services Application Cover Page
- 2) Narrative Responses

**Submit your completed documents by email to:** DCDHSRFP@countyofdane.com

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



## DANE COUNTY DEPARTMENT OF HUMAN SERVICES APPLICATION

### Cover Page

<b>ORGANIZATION NAME</b>			
<b>MAILING ADDRESS</b> If P.O. Box, include Street Address on second line			
<b>TELEPHONE</b>			<b>LEGAL STATUS</b>
<b>FAX NUMBER</b>	<input type="checkbox"/> Private, Non-Profit		
<b>NAME CHIEF ADMIN/ CONTACT</b>	<input type="checkbox"/> Private, For Profit		
<b>INTERNET WEBSITE (if applicable)</b>	<input type="checkbox"/> Other: LLC, LLP, Sole Proprietor		
<b>E-MAIL ADDRESS</b>	Federal EIN: _____		

**PROGRAM NAME:** List the program for which you are applying.

PROGRAM NAME	PROGRAM CONTACT PERSON	PHONE NUMBER	E-MAIL

**Case Management Special Project Fund  
Outreach & Assistance Program  
Request for Proposal (RFP) #TBD**

**Narrative Responses**

1. **Proposal:** Describe the proposal's focus, purpose, and steps that will be taken to meet the purpose.
2. **Qualifications:** Describe qualifications of the individual to be assigned major responsibility for the project. Include such elements as years of experience working with older adults and specific work skills to be used to complete this proposal.
3. **Agency Commitment:** After the funding period is completed, what plans have been made to continue efforts or to use purchased equipment?
4. **Organizational Operations:** Who will have primary responsibility for overseeing successful completion of the proposed project? Specify either the percentage of staff time or number of hours per month to be devoted to this project and the qualifications of that staff member.