




## Dane County Department of Human Services

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TO: Dane County Board, Health and Human Needs Committee

FROM:  Michele Dickinson, Planning & Evaluation Manager, Dane County Department of Human Services

DATE: January 22<sup>nd</sup> 2025

SUBJECT: 2026 Bid Waivers and Requests for Proposals

This memo provides a review of Dane County Dept of Human Service's procurement process and a list of its bid waiver applications for 2026.

### **Decision-making process: What needs an RFP vs a Bid Waiver?**

Annually, in the fall, DCDHS reviews all program numbers to determine those that are due for RFP or a bid waiver. As a reminder, per ordinance, Dane County contracts may be renewed annually up to five years, and at that point a formal procurement is required. The list of programs due for formal procurement is then reviewed by purchasing and fiscal staff to remove programs which are no longer operating and programs for which the Department does not need to solicit competitive bids due to the low dollar amount, per Dane County Ordinance 25.08(4). This revised list is sent to contract managers and Division Administrators in late October. They review the list to determine which programs are discontinuing and can be removed, and the recommended procurement approach (bid wavier or RFP) for the remaining programs.

Dane County Ordinances 25.08(18)(b) outlines circumstances where the Controller or P&F may waive the requirement for competitive bids (aka a bid waiver), which is directly copied in the list below. The exceptions are broad and allow discretion in their application.

1. When he or she determines that only one vendor possesses the unique and singular available ability to meet the County's requirements;
2. Unique and specific technical qualifications, the ability to deliver at a particular time, or services from a public utility are required;
3. When special adaptation for a special purpose is required;

4. When a unique or opportune buying condition exists.

In early December of 2024, DCDHS leaders and contract managers met to discuss each program and the recommended procurement approach. DCDHS makes an intentional effort to avoid the first bid waiver reason as much as possible. The discussion during the meeting in early December was useful in critically thinking through these other justification reasons in light of the unique nature of services provided through DCDHS contracts and our ever-changing policy landscape. As a result of the December meeting DCDHS is requesting 22 bid waivers.

**2026 Bid Waiver Overview**

DCDHS is providing the full bid waiver form to HHN and P&F. The summary below is a shorter synopsis of what is found in the bid waiver form for the convenience of HHN committee members.

Bid Waiver ID	Summary	Provider	Yearly Amount	TOTAL
	<b>Justification: Unique and specific technical qualifications, the ability to deliver at a particular time, or services from a public utility are required</b>			
BW HS 13	Vendor provides respite for families including overnight childcare; respite centers have unique licensing requirements under state law and the respite center at RISE WI is the only facility in Dane County equipped to provide service.	RISE Wisconsin	\$535,657	\$2,678,285 (5 yr)
BW HS 14	Vendor interviews children who are alleged victims of maltreatment. This vendor has specialized physical space and technology that allows for observed and recorded forensic interviews; Safe Harbor is the only organization in Dane County accredited to provide service.	Safe Harbor	\$241,301	\$1,206,505 (5 yr)
BW HS 15 BW HS 16 BW HS 17 BW HS 18	These vendors provide CLTS services which is a Medicaid program with an open provider network (no RFP/procurement). Children who receive these services who are not eligible for Medicaid may receive these services under CCOP funding (Children’s Community Options). CCOP services are provided under a POS contract, for which DCHDS is requesting a bid waiver.	RISE Wisconsin, Growing Community Services, Avenues to Community, Teamwork Associates	\$35,000 \$90,000 \$200,000 \$40,000	\$175,000 \$450,000 \$1,000,000 \$200,000
BW HS 19	Vendor provides family daycare certification services to all family daycare providers in Dane County	Community Coordinated	\$370,000	\$1,850,000 (5 year)

	which is not offered elsewhere in the County; they are able to certify in accordance with state Statute/Wisconsin Caregiver law, and they are able to enforce compliance issues.	Child Care, Inc. (4-C)		
BW HS 20	Vendor provides comprehensive family planning services to persons under 18 in Dane County, and also to adults from 18-30 provided no waitlist for those under 18. This addresses a significant gap in provision of family planning services/health education for uninsured persons and persons in poverty – there are specific technical skills needed to safely provide these services and address this significant community need.	Planned Parenthood	\$249,351	\$1,246,755 (5 year)
BW HS 21	Vendor provides comprehensive services to youth, adults, and families including case management and job readiness. This vendor is a key collaborator with JFF and the Immigration Affairs programming. No other agency in the County has the reputation, the staff, and the broad range of programming available to address the varied needs of the fastest growing population in Dane County.	Centro Hispano	\$196,006	\$980,030 (5 year)
BW HS 22	Vendor provides high-level evidence based falls prevention program to older adults in Dane County according to the Title III Older American Act funds received. This vendor is the only organization that has the specific technical qualifications to coordinate and provide these classes in Dane county.	Safe Communities	\$22,050	\$110,250 (5 year)
	<b>Justification: When special adaptation for a special purpose is required;</b>			
BW HS 01	Vendor provides an array of intervention and follow-up services as well as rapid access to supportive services. This bid waiver seeks to delay the issuance of this RFP for up to 3 years to allow for planning and	Journey Mental Health Center	\$6,785,458	\$20,356,374 (3 years)

	development of the crisis system redesign.			
BW HS 02	Vendor provides social entrepreneurial programming to youth referred by Dane County staff; this vendor has a special skill in this area and this program allows young clients involved with youth justice to engage in a non-traditional employment program.	CEOs of Tomorrow	\$36,564	\$182,820 (5 years)
BW HS 03	Vendor provides group and individual mentoring services to youth in out-of-home care and who are involved with Independent Living Services. This bid waiver seeks to delay an RFP by one-year as Wisconsin's Dept of Children and Families is in the process of developing new guidelines to which our RFP will need to align.	Mt Zion Baptist Church	\$58,315	\$58,315 (1 year)
<b>Justification: When a unique or opportune buying condition exists</b>				
BW HS 04 BW HS 05	Vendors provide assistance with personal care related activities that will allow older adults (persons 60 years and older) to maintain and/or improve their health status as well as allowing them to stay in their own homes. Older adults can select a vendor of their choosing who is then contacted by the APS manager to apply to become part of the open network.	Community Living Alliance, Rudolph Enterprises	\$14,140 \$28,717	\$70,700 \$143,585 (5 year waivers)
BW HS 06	Vendor provides meals to older adults as one of 24 senior nutrition programs located throughout Dane County. This particular program is able to utilize in-house commercial catering which keeps costs low while retaining great value, food safety, and nutrition for the older adult clients.	Goodman Community Center	\$40,369	\$201,845 (5 year)
BW HS 07	These youth centers provide after-school and summer services for middle-school youth in Dane County. Dane County collaborates with the City of Madison on funding for out of school time activities; DCDHS largely supports Youth Centers outside of the city of Madison, ensuring that these critical	Dane County youth centers	\$236,197	\$1,180,985 (5 year)

	services are offered not just in Madison, but throughout Dane County.			
BW HS 08	Vendor provides services for Latino youth grades 6-12 to promote economic mobility by increasing educational attainment, career planning, and access to information about advanced careers. This program is collaboratively funded by MMSD, City of Madison, DCDHS, and the United Way; preserving this braided funding and collaborative structure is integral to the program's success.	Centro Hispano	\$157,490	\$787,450 (5 year)
BW HS 09 BW HS 10	CACSCW provides housing case management for Dane County's Early Childhood Zones; United Way of Dane County provides services and coordination to Dane County's Early Childhood Zones. The Dane County Early Childhood Zones (ECZs) are a collaboration between Dane County Human Services and several other funders. It is the expectation of these other funders that DCDHS continue our commitment to funding the vendors to provide services in the ECZs. We do not want to put this shared funding at risk by switching vendors. The ECZs are also a collaboration among several service providers, and the success of ECZs is dependent upon close coordination and referrals among those providers.	CACSCW United Way of Dane County	\$73,068 \$42,605	\$365,340 \$213,025 (5 year waivers)
BW HS 11	Vendor provides referral and connection to services, assistance navigating services, direct mentorship, relationship building, etc., to a geographical area of high need in Dane County. This vendor is highly connected with lived experience and is able to earn trust from families who might not otherwise want to be involved with system services.	Families Back to the Table	\$101,761	\$508,805 (5 year)
BW HS 12	Vendor operates a bus to transport older adults to the Colonial Club for various programming and senior nutrition programming; the vendor coordinates transportation with its	Colonial Club	\$27,996	\$139,980 (5 year)

	other programming which greatly reduces the associated cost per ride for Dane County.			
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In addition the 22 bid waivers attached to this memo, DCDHS intends to conduct approximately 24 competitive procurements through the annual RFP process. These RFPs will be posted on Dane County’s Procurement Portal OpenGov, announced through public notice in the Wisconsin State Journal, advertised in local publications such as Madison 365, and sent out via email announcements to several hundred agencies in March and April. Applicants will have until May or early June to submit proposals to the Department. All complete proposals received by the application date are reviewed by a committee of at least three people and are evaluated based on pre-determined criteria. This review is typically completed by mid-July and allows time for DCDHS to interview applicants or request best and final offers or supplemental information, if needed. The Department begins to draft contracts for all programs, including those solicited through the annual RFP process, in September. The procurement process is a significant and important process, involving a substantial amount of time from many DCDHS employees.

The Department appreciates the opportunity to provide this update on its procurement procedures for the Health and Human Needs Committee, and looks forward to the continual improvement of this process. We remain committed to providing a fair procurement process in order to continue provision of top-notch services to the residents of Dane County.