



Overview of Human Services Contracting

Presentation for Dane County Health and Human Needs Committee



Introduction

Presenters:

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Discussion Topics:

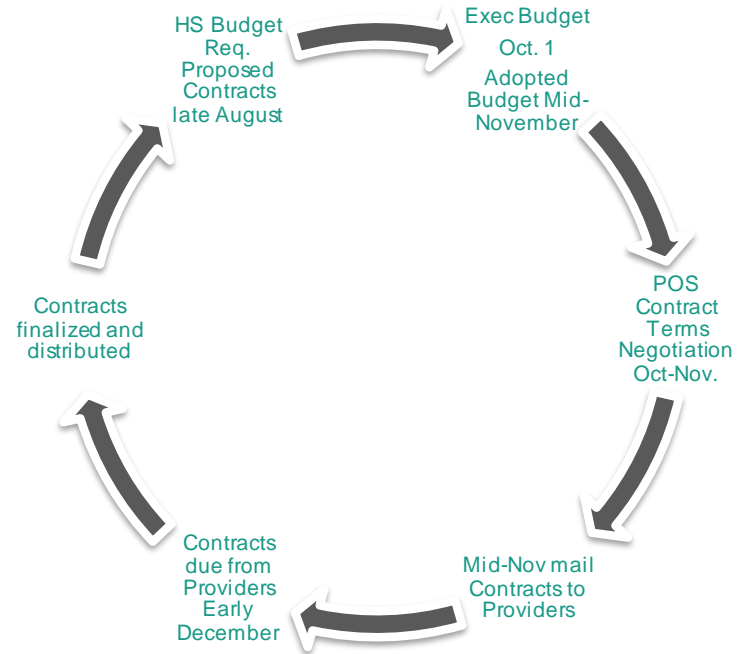
- Annual Human Services Contract Cycle
- Human Services - Contracting outside of Dept of Administration Purchasing
- Bid Waivers, RFPs
- Race/Ethnicity Data Collection
- Provider Contract University
- 2022 Bid Waivers



Human Services' Mission Statement

To provide access to effective, innovative, and evidence-based services and resources that support well-being, opportunities to thrive, safety, and justice to persons of all backgrounds.

Annual Contract Cycle





Human Services Contracting

Dane County Code of Ordinances, Chapter 25.50 (3):

The Department of Human Services is authorized to develop purchasing procedures not inconsistent with this chapter, to procure goods and services related to client services.



Dept. of Administration vs. Dept. of Human Services

Dept of Administration (Dane County Purchasing):

- Goods & non-client services
- Outside of Human Services RFP timeline

Dept of Human Services

- Client services
- Contracts on RFP timeline



Bid Waivers & RFPs

- 5-year cycle
- Request for Proposals (RFPs)
- Bid Waivers – required when 3 quotes (purchases from \$11,000 - \$36,999) or the RFB/RFP process (\$36,999+) requirement cannot be satisfied as a result of the following criteria:
 - Emergency Procurement
 - Only one vendor has the ability to meet requirements
 - Unique and specific technical qualifications
 - Special adaptation required
 - Unique or opportune buying condition



Diversity Information Collection Tool

- Effective January, 2021 launched an information request form to begin a consistent and comprehensive methodology of collecting and evaluating diversity information as follows:
- Minority Business Entity (MBE) 51% owned, controlled and actively managed by minorities
- Women Owned Business Entity (WBE) 51% owned, controlled and actively managed by women)
- Disabled Veteran Business (DVB) 51% owned, controlled and actively managed by disabled veterans.



Diversity Information Collection Tool Cont.

- Additional data requested will allow quantitative analyses designed to evaluate the percentage of women, racial and ethnic minorities, senior citizens, disabled, non-binary gender or gender non-conforming, transgender, lesbian, gay, bisexual, and peers/consumers among an agency's staff, board, and volunteers.
- Submission of this information is voluntary and refusal to provide it will not subject the provider agency to any adverse treatment. If the demographics are not readily or voluntarily available, no additional efforts should be made to obtain the information.



Provider Contract University

Purpose:

1. Improve quality of RFP responses
2. Increase agencies' capacity to respond to DCDHS RFPs and other funding opportunities
3. Assist awarded POS agencies with consistent messaging regarding contract requirements



Initial Provider Contract University Topics

- DCDHS Funding 101
- Grant Writing
- POS Onboarding
- Strategies for Diversity, Equity, and Inclusion



2022 Bid Waivers

Nine bid waiver requests this year

HHN → Personnel and Finance → County Controller

Division	Vendor Name	Service	5-year request	Justification
ACS	DAIS	Domestic abuse intervention services including crisis case management, 24/7 hotline, legal advocacy, and hotel vouchers	\$ 1,600,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
ACS	Rape Crisis Center (RCC)	RCC provides sexual assault/abuse victim advocacy, 24/7 crisis intervention, and public outreach and prevention education.	\$ 720,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
ACS	OutReach, Inc.	Senior LGBT Services	\$ 90,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
ACS	OutReach, Inc.	Outreach, Information and Referral for the LGBTQ+ community	\$ 310,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements

Division	Vendor Name	Service	5-year request	Justification
ACS	Mobility Training Independent Living Program, Inc.	Mobility training for challenged individuals	\$ 60,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
ACS	RSVP	Driver escort for the elderly	\$ 3,000,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
HAA	Catholic Charities	Services at Beacon Day Shelter	\$ 1,420,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements
HAA	Housing Initiatives	Housing/energy/outreach/rental assistance that can be short term or long term in nature for adults experiencing homelessness who have a serious and persistent mental illness.	\$ 4,100,000	A unique or opportune buying condition exists
PEI	Children's Hospital of Wisconsin	Education and employment specialists to link individuals to training and employment programs and support them to be successful	\$ 1,900,000	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements



Do you have any questions?

- Contract Cycle
- Human Services RFPs
- Bid Waivers
- Race/Ethnicity Data
- Provider Contract University