




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: Thursday, January 25, 2024

SUBJECT: 2025 Bid Waivers and Requests for Proposals

The purpose of this memo is to describe the procurement process Dane County Department of Human Services utilizes to develop its list of Request for Proposals (RFPs) and Bid Waivers for 2025.

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

Annually, in the fall, DCDHS reviews all program numbers to determine those that have not been put out to bid in the last five years and therefore are due for RFP or a bid waiver. This list is then reviewed by procurement 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 shortened list is sent to contract managers and Division Administrators in late October. They review the list to determine which programs have ended and can be removed and the recommended procurement approach (bid waiver 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 2023, 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 12 bid waivers.

2025 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.

	Justification + Summary	Current Provider	Yearly Amount	TOTAL
BWB1	<p>A unique or opportune buying condition exists. In order to provide a robust array of providers to meet the unique needs of the individuals we serve, while remaining beholden to the Medicaid network, the Department of Human Services is requesting a blanket bid waiver for provision of the Room and Board services associated with RSUD treatment.</p>	Multiple	\$868,944	\$868,944; Indefinite waiver
BWB2	<p>Only one vendor possesses the unique and singularly available ability to meet the Department's requirements This contract will be funded by the SOR3 grant which requires agencies to be on a Recovery Residence Registry. This vendor is the only Dane County option on this registry that has enough beds to serve the needs of this contract.</p>	Jessie Crawford	\$150 30,000	\$1 750,000 (5 year)
BWC1	<p>A unique or opportune buying condition exists. This vendor provides runaway services to youth and utilizes multiple funding streams to do so; Dane County is a small piece of this funding pie, which also includes the City of Madison, State, and federal funding sources along w/ local foundations. It would not be possible for another vendor to provide this extensive service without also leveraging these or other funding sources.</p>	Briarpatch	\$210,930 42,186	\$1,054,650 210,930 (5 year)
BWD1	<p>A unique or opportune buying condition exists. Any willing vendor can apply to become a provider of this service and therefore, a</p>	Cairasu Care	\$61,000 12,189	\$305,000 61,000 (5 year)

	bid waiver is requested to not put this out to RFP any longer as this is now purchased through an open network. Older adults can select a vendor of their choosing who is then contacted to apply to become part of the open network via contact from the APS Manager.			
BWD2	A unique or opportune buying condition exists. Same rationale as BWD1, above.	Just Checking In	\$61,000 <u>12,189</u>	\$305,000 <u>61,000</u> (5 year)
BWD3	Only one vendor possesses the unique and singularly available ability to meet the Department's requirements This vendor has a built-in relationship with Newbridge, a focal site where the County provides senior meals, while also being uniquely able to meet the culinary needs of the Hmong population they are serving.	The Hmong Institute	\$35,595	\$177,975 (5 year)
BWD4	A unique or opportune buying condition exists. Family Support and Resource Center (FSRC) provides on-going case management to children with disabilities and their families. This POS contract is connected to a third-party-administrator (TPA) contract; the vendor must be the same for each contract in order to provide children consistent access to services even as the child's eligibility for either program changes.	Family Support and Resource Center (FSRC)	\$220 <u>44,000</u>	\$220,000 <u>1,100,000</u> (5 year)
BWD5	A unique or opportune buying condition exists. Dane County serves children with disabilities under two state programs, CLTS and the Children's Community Options Program (CCOP). This vendor serves children in both CCOP and CLTS. Some children have an urgent need that must be attended to before eligibility is fully determined for CCOP or CLTS. This waiver allows this vendor to serve this small number of children until eligibility is determined, and services can be charged to the appropriate program.	United Cerebral Palsy of Greater Dane County (UCP)	\$61,305 <u>12,261</u>	\$61,305 <u>306,525</u> (5 year)

BWD6	A unique or opportune buying condition exists. Same rationale as BWD5, above.	United Cerebral Palsy of Greater Dane County (UCP)	\$148,35026,670	\$148,350741,750 (5 year)
BWH1	A unique or opportune buying condition exists. This provider is a sub recipient of ongoing federal HUD funding. If we discontinued provision through this provider, DCDHS would need to identify additional GPR match dollars to satisfy the HUD grant match requirements to continue to provide services for tenants in the sponsor-based rental assistance program.	Housing Initiatives	\$163,82032,764	\$163,820819,100 (5 year)
BWH2	A unique or opportune buying condition exists. TRC was selected to receive the funds in the 2020 Dane County budget because they are the official HSC/Dane CoC coordinated point of entry for administering eviction prevention assistance. Other non-County sources of eviction prevention funding have been centralized with this agency to provide a single point of entry for renters in need of assistance.	Tenant Resource Center (TRC)	\$297,58059,516	\$297,5801,487,900 (5 year)
BWP1	A special adaptation for a special purpose is required. This contract was originally funded via County Board amendment and was also recently transferred from CYF to PEI. DCDHS is requesting a one-year bid waiver to allow time to understand the original intent of the program and define the services to purchase.	Families Back to the Table	\$99,383	\$99,383 (1 year)

In addition the 12 bid waivers attached to this memo, DCDHS intends to conduct approximately 16 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.