Technical Questions

Q: Does the whole emergency plan need to be submitted with the application, or will just an outline be ok?

A: No more than six pages should be submitted; an outline should be sufficient if it touches on all of the 16 points, as applicable, as they appear on item 25. The scoring guidelines for this item can be found on 4-64 and discusses the other items required for full points.

Q. Are there resources available for someone who has an idea for a program/facility but needs help with set-up and how to go about getting started?

A: Possible resources include the Non-Profit Center of WI or the Minority Chamber of Commerce on 25th & Vliet

Q. For agencies in the middle of a 3 year cycle, with multiple programs within the same division, can the final submission items be lumped together or does each program have to be submitted separately?

A: The guidelines for submissions for agencies/programs currently in a multi year cycle can be found on page 4-6 (for the specific items required) and page 2-4 (for the number of copies required)

Q. What efforts is Milwaukee Co. making to open doors to new providers?

A: Program staff are available to answer any questions agencies may have; successful proposals for 2010 are available for review at Contract Administration (289-5980) as an aid in seeing how proposals are filled out.

Q. In the case of collaborative agencies, whose info should be submitted for items like the Board of Directors, etc.? Should both agency's or?

A: From past experience, one agency would be the prime contractor and would fill out the proposal as such, with other agencies identified as sub-contractors.

Q: For contracts in a multi-year cycle, are any additional forms needed beyond what is listed in the RFP document? e.g. should emergency preparedness be included, even though it's not listed?

A: Yes

Q: If consumers aren't seen at the agency location, does the emergency preparedness still apply?

A: Yes, because staffing is still an issue

Q: Is there any restriction or requirement for the length of the Program Narrative?

A: No

Q: Should a cover page be on top of the submitted proposal?

A: Proposal Summary Sheet (item #1) should be first item in each proposal, followed by Proposal Contents Sheet then Cover letter (item #2) to DHHS director.

Q: Is it correct that the insurance certificate does not need to be submitted until the contract is awarded?

A: Yes.

Q: What is meant by "service mix" on page 4-45?

A: Types of services provided

Q: Regarding the table on 4-46, is this information required if the existing agency program providing the service being proposed is and has been historically and primarily contracted with Milwaukee County already?

A: Yes

Q: Are agencies, organizations, and interested parties outside of Milwaukee County eligible to submit proposals?

A: Yes

Q: I see that response to the RFP must be received by DHHS by 4:30 pm on 9/3/2010; are electronic submissions accepted? If so, what e-mail address should be used to submit the proposal?

A:No, electronic submissions of the proposal are not permitted, with the exception of the Budget Forms spreadsheet. The completed Budget Forms spreadsheet should be printed out and submitted with the written proposal, and an electronic copy should also be sent to dhhsca@milwcnty.com More information is available on pages 2-3 and 2-4.

Q: An agency wanted to obtain their prior year score from the competitive application that had been submitted so as to see what could be improved.

A: A request can be made to Contract Administration and summary scores can be provided.

Q: Are there fillable forms for the application/narration?

A: Yes, the RFP is provided in Word format which can be used as the basis of completing some of the forms. Budget forms are available as a fillable Excel spreadsheet.

Q: On Item 33, does an agency include all staff that works at the agency?

A: Item 33 should only contain staff that are directly related to the program that the agency is applying for. This could conceivably include administration staff, though.

Q: On Item 34, which staff needs to be included?

A: Just direct service staff linked to the program that one is applying for.

Q: How does an agency know which cycle that they are in?

A: DHHS Program staff who are linked to the program may be consulted. Otherwise, in the Program Requirements section of the RFP it lists which programs are open for competitive proposals and which are continuing contracts for existing contractors (starting on page 5 *i*).

Q: Describe the difference between competitive proposals and non-competitive proposals and what needs to be submitted.

A: An agency with a current (2010) contract that will be continuing in a non-competitive cycle needs to submit what is listed on page 4-6 under "II. Final Submission." This includes the Authorization to File (Item 3), the Emergency preparedness information, as well as any items that may have changed since the time the last proposal was submitted (e.g., Board of Directors membership, etc.).

Q: Do service description/narratives need to be submitted with the partial submission?

A: No. Only if there has been some major change in the program from the previous year that warrants this submission.

Q: Do both parts need to be filled out (p 4-45 and 4-46 Program Narrative and table).

A: Yes. Whatever is explained in the narrative needs to be shown in the table.

Q: Does an agency write information in the box of past services or other grants that they have received?

A: This would be seen as a positive effort and would show experience on the provider's part.

Q: Is the CBC website clear on what is needed for criminal background checks? (Item #22)

A: The website listed on Item 22 is where an agency can read about the 3 components that are required in conducting a Criminal Background Check.

Program Questions

Q: How many agencies will be awarded a contract for DCSD Targeted Monitoring Program?

A: 1 agency, 105 slots

Q: What is the tentative allocation amount for the BHD CIU or Intoxicated Driver Program?

A: There is no County funding for IDP; rather the County identifies a designated vendor and all program fees collected by the clients support the operation.

Q: How many providers are being looked at for the CIU contract?

A: There is no restriction on number of providers

Q: BHD Service Access & Prevention Program: are you looking for someone to address all 6 State priorities?

A: Applicants should select one or more of the above-noted priorities and indicate the research-driven, evidence-based practice(s) they will utilize to address each selected priority.

Q: Is the SAMHSA website the best resource to use when responding to the increase in focus on evidence based programming?

A: Yes

Q: With the conversion to Family Care, will DSD contracts be less?

A: It is likely that there will be significant reductions in all categories of DSD purchase of service funding, the specific impact of which cannot be predicted prior to adoption of the 2011 budget. Therefore agencies should submit budget assumptions that were consistent with CY 2010. Agencies should not anticipate any increases in number of clients served or units of service provided.

Budget Questions

Q: On Budget Form 3S Anticipated Program Expenses Supplementary Sheet (Item #27 Form 3SE1): Under which control number should our agency allocate pass-through funds that will be paid to subgrantees? Is Control Number 9600 appropriate? Or Control Number 9100?

A: Control Account # 9100, Sub Account #9109 – 50, Grants and Awards to Individuals/Other Organizations.

Q: On Budget Forms 2 and 2A Agency Employee Hours and Salaries: Our agency has more than 14 employees. The program we are seeking funding for has fewer than 14 employees. Who do we include on form 2A?

A: Direct Program employees only for all programs under contract with DHHS. Submit a separate linked budget including Form 2/2A for each DHHS Division.

Q: On Budget Forms 5 and 5A Total Agency Anticipated Expenses: Our agency's fiscal year does not coincide with a calendar year. Should we provide calendar year figures, or can we use figures for the appropriate fiscal year?

A: On Form 5, you may provide Fiscal Year budget nos. for 2009 and 2010, but for 2011 it needs to be calendar so your agency's Total Costs (including Indirect Costs) correspond to the DHHS contract calendar year.

Q: On Budget Form 6 Indirect Cost Allocation Plan: Do we complete this if our agency is only applying for one program?

A: Form 6 is required based on the number of programs provided by the agency, not how many that are being funded by DHHS. If an Agency has two or more programs (funded by DHHS or not), or is a non-profit agency that does Fund Raising, Form 6 is required.

Q: Will funding be the same amount as last year? Dollar amounts are not listed for some programs.

A: 2011 budget allocations were not available for some programs at the time of publication of the RFP. Final allocation amounts won't be known until the County Board approves a final 2011 budget sometime in late November. In these instances, an agency should base its budgets on last year's allocation when completing their RFP proposal.

Q: If an agency has more than 14 staff employed at their agency but perhaps not all are under the specific program, which form does one fill out, 2 or 2A?

A: Always start with form 2A. An agency should only provide staff that is directly related to the program(s) under contract with DHHS.

Q: Should our application only include units and expenses relating to the DHHS Program clients? Or should it include units and expenses for all clients including Family Care clients?

A: No, the application will be for the program as a whole, including DHHS and all other units. We need to look at total expenses and total revenue so we can come up with an overall average rate per unit. This is the only way we know of to come up with a reasonable budget estimate for a program. It's not really possible to split out expenses by funding source.