

DEPARTMENT OF HEALTH AND HUMAN SERVICES



# Milwaukee County

July, 2008

To: Firms, Individuals and other Interested Parties

The Milwaukee County Department of Health and Human Services (DHHS) invites firms, individuals and other interested parties to participate in the **Request for Proposal (RFP) process** for Professional Service Agreements by submitting applications for management, technical and accounting services under Professional Service Agreements in 2009. Please refer to the Program Requirements contained in the *Year 2009 Professional Service Agreement Guidelines* for a full description of professional services required. The Department welcomes new prospective vendors to participate in this RFP process.

Application materials (*Program Requirements* and *Technical Requirements*) will only be available in electronic format. CD-ROMs may be picked up beginning **Monday, July 21, 2008** at the Milwaukee County Marcia P. Coggs Human Services Center, Room 109, 1220 West Vliet Street, Milwaukee WI 53205. Materials may also be downloaded from:  
<http://county.milwaukee.org/RFPInformation111327.htm>

Two public meetings (pre-bid conferences) will be held to discuss the application guidelines and to assist applicants in completing proposals. The meetings have been scheduled for the following times and locations:

**Monday, July 28, 2008**

**4:00 p.m.**

**Mill Road Library**

6431 North 76<sup>th</sup> Street

Milwaukee, WI 53223

**Wednesday, August 6, 2008**

**4:00 p.m.**

**Bay View Library**

2566 South Kinnickinnic Avenue

Milwaukee, WI 53207

All applications for funding in response to this RFP must be received by the Department of Health and Human Services no later than 4:30 p.m. on **Friday, September 5, 2008**. No extensions will be granted for submission of the proposals unless approved by the Director of the Department of Health and Human Services and the County Board Policy Committee.



