



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Milwaukee County

July, 2009

To: Community Agencies, Organizations and Interested Parties

The Milwaukee County Department of Health and Human Services (DHHS) invites community agencies, organizations and interested parties to participate in the Request for Proposal (RFP) process by submitting applications for human services programs to be purchased in the year 2010. The Department welcomes new prospective vendors to participate in this RFP process.

Application materials (*Program Requirements* and *Technical Requirements*) will be available in electronic format. CD-ROMs may be picked up between 8:30 AM to 4:30 PM, beginning **Monday, July 27, 2009** at the Milwaukee County Marcia P. Cogg's 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 (2) question and answer sessions (pre-Proposal conferences) will be held to discuss the application guidelines. In addition, a Technical Assistance Session has also been scheduled to assist Proposers in completing proposals. The meetings have been scheduled at the following locations and times listed below. Please email questions in advance to dhsca@milwcnty.com no later than August 5th, 2009.

Tuesday, August 11, 2009

4:00 p.m.
Mill Road Library
6431 North 76th Street
Milwaukee, WI 53223

Wednesday, August 12, 2009

4:00 p.m.
Bay View Library
2566 South Kinnickinnic Avenue
Milwaukee, WI 53207

Technical Assistance Session
Wednesday, August 19, 2009

9:00a.m. – 11:00 a.m.
CATC Auditorium
9501 W. Watertown Plank Rd.
Milwaukee, WI 53226

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 4th, 2009**. No extensions will be granted for submission of proposals unless approved by the Director of the Department of Health and Human Services and the County Board Policy Committee.

Applications may be mailed or delivered to:

**Marcia P. Coggs Human Services Center
Attention: Dennis Buesing
Room 109
1220 West Vliet Street
Milwaukee, WI 53205**

Following the application review process outlined in the *Technical Requirements*, contract award recommendations will be presented for approval to the County Board Committee on Health and Human Needs. The County Board of Supervisors may modify or reject the funding recommendations and the County Executive may veto, in part, or whole, the County Board's action.

To receive information or assistance, please contact the following persons:

Program information:

Marietta Luster, Disabilities Services Division, (414) 289-6758
Karin Bachman, Disabilities Services Division, (414) 289-6033
Michelle Naples, Delinquency and Court Services Division, (414) 257-5725
Judy Roemer-Muniz, Management Services Division, (414) 289-6692
James Mathy, Housing Division, (414) 257-7689
Walter Laux, Behavioral Health Division, (414) 257-or7955
Rochelle Landingham, Behavioral Health Division (414) 257-7337

Technical Requirements (questions about application requirements):

Jane Alexopoulos, Disabilities Services, (414) 289-5896
Dave Emerson, Delinquency and Court Services, (414) 257-7284
Judy Roemer-Muniz, Management Services, (414) 289-6692
Wes Albinger, Housing Division, (414) 289-5871
Rochelle Landingham, Behavioral Health, (414) 257-7337

Fiscal/budget questions: Sumanish Kalia, Contract Administration (414) 289-6757

Thank you for your interest in the Milwaukee County Department of Health and Human Services RFP process.

Sincerely,



Lisa Marks
Interim Director
Milwaukee County Department of Health and Human Services