

MEMORANDUM

Date: August 3, 2015
To: Prospective Applicant
From: Jonette Arms, Interim Director, Department on Aging
Subject: 2016 Request for Proposals

The Milwaukee County Department on Aging is requesting proposals from qualified community agencies to provide programs and services for the period January 1, through December 31, 2016.

To be considered for funding, proposals must be submitted in writing on the forms provided by the Department and delivered in person no later than 5:00 p. m., Friday, September 4, 2015, at the following address:

Milwaukee County Department on Aging
Marcia Coggs Human Services Center
1220 West Vliet Street Suite 302
Milwaukee, WI 53205

Applicants must submit **one** original proposal and **three** copies of the proposal for **each** program or service area for which they are applying.

Contracts to provide programs or services will be awarded on the basis of a competitive process, and prospective applicants are advised that the submission of a proposal does not obligate Milwaukee County to fund the proposed program or service. Recommendations for each contract award will be made by the Milwaukee County Commission on Aging to the Milwaukee County Board of Supervisors and/or Milwaukee County Executive, who may accept, modify, or reject the Commission's recommendations.

Applicants are further advised that the award of contracts is contingent upon the availability of federal, state, and county funds. The allocations for each program or service represent amounts requested by the Department on Aging in the 2016 County Budget and are subject to revision.

Proposal materials include the following:

1. Cover letter (which you are reading)
2. Proposal Guidelines and Requirements for Department on Aging Program and Service Contracts: 2016
3. Section VI, 2016 Department on Aging Program/Service Guidelines or Specifications (one for each program or service area for which proposals are being requested)
4. Forms Packet to be used for completion of Section VII, Exhibit I (use a Forms Packet for each program or service area in which you intend to submit a proposal)

All proposals that are submitted will be reviewed as described in the Proposal Guidelines and Requirements for Department on Aging Program and Service Contracts: 2016. The Guidelines describe the programs and services for which the Department on Aging is seeking proposals, indicate the funding allocated for each service area, and summarize the Department's Request for Proposal Process and contractual requirements. Any requirements specific to a given program or service are listed in individual Program/Service Guidelines or Specifications.

Proposals must be submitted using the Forms Packet (Exhibit I, Description of Proposed Programs and Services), and must include a narrative as outlined in Proposal Guidelines and Requirements for Department on Aging Program and Service Contracts: 2016. A narrative must also include all information required in the Program/Service Guidelines or Specifications specific to the program or service you are proposing to provide. Qualified agencies may submit proposals to provide more than one program or service, but each proposal must be limited to one program or service area and submitted using a separate Forms Packet and narrative. All proposals must be submitted in the format specified in Proposal Guidelines and Requirements.

Please note the following:

1. Due to recent changes in Wisconsin Statutes (2013 Wisconsin Act 14) relating to public contracts in populous counties, how contracts are authorized and executed by Milwaukee County has changed.

Authorization

Contracts under \$100,000 no longer require authorization by the County Board. Contracts between \$100,000 and \$300,000 must go to the Board's Committee on Finance, Audit, and Personnel for consideration. If the Committee approves the contract, no further action by the County Board is required. If the Finance Committee opposes a contract, it then goes to the County Board for further consideration. All contracts over \$300,000 require County Board approval. Committee on Health and Human Needs is no longer involved in review of proposed contracts.

Execution

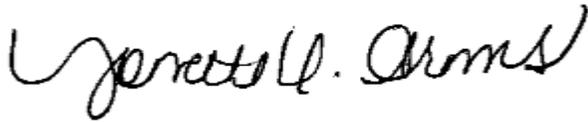
All county contracts now require signature by the following: Director, Community Business Development Partners; Executive Director, Risk Management; Corporation Counsel (Approved as to Form); service provider; Director, Department on Aging; Milwaukee County Comptroller; Milwaukee County Executive; and Corporation Counsel (Approved as to Wis. Stats. §59.42)

2. The Department on Aging established program outcomes and outcomes measures for 2016 that the agency will be expected to meet, including participation in data collection. Required program outcomes and outcome measures are outlined in Program/Service Guidelines or Specifications.
3. There are changes to a number of proposal forms relating to program staffing information, including the addition of a new form requiring demographic information on each staff position listed on 3.0 Program Staffing Information – Positions Funded by Department on Aging, Match or Other Resources. The new form is titled 3.1 Program Staffing Information: Staff Demographics. The former 3.1 has been renumbered as 3.2 Program Staffing

Information: Wages and Benefits. The former 3.2 has been renumbered as 3.3 Direct Service Staff Vacancy and Turnover.

4. There is also a modest change to 7.0 Board of Directors/Agency Owners.

Applicants are advised to thoroughly review all 2016 proposal materials and to submit proposals using those forms. If you have any questions, please contact the Department on Aging at (414) 289-5950.

A handwritten signature in black ink, appearing to read "Jonette Arms". The signature is written in a cursive, flowing style.

Jonette Arms, Interim Director
Milwaukee County Department on Aging

Enclosures