



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Milwaukee County

Gerri Lyday, Interim Director

April, 2011

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 RFP process. Funds are tentatively available for the purchase of services in the Management Services Division for the Wisconsin Home Energy Assistance Program (WHEAP), for FFY 2012, beginning October 1, 2011 and ending September 30, 2012. The Department welcomes new prospective vendors to participate in this RFP process.

Proposal materials (*Program Requirements* and *Technical Requirements*) will be available in electronic format. CD-ROMs may be picked up between 8:30 AM to 4:00 PM, beginning **Tuesday, April 19, 2011** at the Milwaukee County Marcia P. Coggs Human Services Center, **Room B26, 1220 West Vliet Street**, Milwaukee WI 53205 (414 289-5980). Materials may also be downloaded beginning April 19th from: http://county.milwaukee.gov/DHHS_bids

One (1) question and answer session (pre-Proposal conference) will be held to discuss the proposal guidelines, see below. Please email questions in advance to dhsca@milwcnty.com no later than April 28th.

Wednesday May 4, 2011

**10:00am
Marcia P. Coggs Human Serv. Ctr.
1220 W.Vliet St. Room 308
Milwaukee, WI 53205**

All proposals for funding in response to this RFP must be received by the Department of Health and Human Services no later than 4:00 p.m. CST on **Tuesday, May 24, 2011**. No extensions will be granted for submission of proposals unless approved by the DHHS Director and the County Board Policy Committee.

Proposals may be mailed or delivered to:

**Marcia P. Coggs Human Services Center
Attention: Dennis Buesing
Room B26
1220 West Vliet Street
Milwaukee, WI 53205**

Following the proposal 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 reject the funding recommendations and ask for an additional review and scoring of proposal(s), or require a re-issuance of the RFP for the program(s) being recommended. 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:

Judy Roemer-Muniz, Management Services Division, (414) 289-6692 M, T, Th, F
(414) 257-7714 W, Th

Technical Requirements (questions about proposal submission requirements):

Judy Roemer-Muniz, Management Services, (414) 289-6692 M, T, Th, F
(414) 257-7714 W, Th

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

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

Sincerely,

A handwritten signature in black ink that reads "Geri A. Lyday". The signature is written in a cursive, flowing style.

Geri Lyday
Interim Director
Milwaukee County Department of Health and Human Services