



DEPARTMENT OF HEALTH AND HUMAN SERVICES

# *Milwaukee County*

Geri Lyday, Interim Director

July, 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 by submitting proposals for human services programs to be purchased in the year 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 4:30 PM, beginning **Monday, July 25, 2011** at the Milwaukee County Marcia P. Coggs Human Services Center, Lower Level Room B26, 1220 West Vliet Street, Milwaukee WI 53205. Materials may also be downloaded from: [http://county.milwaukee.gov/DHHS\\_bids](http://county.milwaukee.gov/DHHS_bids)

Two (2) question and answer sessions (pre-Proposal conferences) will be held to discuss the proposal 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](mailto:dhsca@milwcnty.com) no later than August 5<sup>th</sup> 2011.

**Wednesday, August 10, 2011**

**4:00 p.m.**

**Bay View Library**

2566 South Kinnickinnic Avenue  
Milwaukee, WI 53207

**Thursday, August 11, 2011**

**3:15 p.m.**

**Martin Luther King Library**

310 W. Locust Street  
Milwaukee, WI 53212

**Technical Assistance Session  
Wednesday, August 17, 2011**

**9:00a.m. – 11:00 a.m.**

**CATC Auditorium**

9501 W. Watertown Plank Rd.  
Milwaukee, WI 53226

All proposals 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. CST on **Tuesday, September 6<sup>th</sup>, 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  
Lower Level, 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:**

Marietta Luster, Disabilities Services Division, (414) 289-6758  
Laurice Lincoln (Birth to Three Services Only), (414) 289-6285  
Michelle Naples, Delinquency and Court Services Division, (414) 257-5725  
James Mathy, Housing Division, (414) 257-7689  
Walter Laux, Behavioral Health Division, (414) 257-7955  
Jennifer Wittwer, Behavioral Health Division (414) 257-4704

**Technical Requirements (questions about proposal submission requirements):**

Jane Alexopoulos, Disabilities Services, (414) 289-5896  
Judy Roemer-Muniz, Management Services/DCSD, (414) 289-6692  
Sumanish Kalia, CPA, Contract Administration (414) 289-6757

**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,

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