



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Milwaukee County

Gerri 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 Professional Services 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.

Services to be purchased include:

**Delinquency and Court Services Division,
Milwaukee County Juvenile Detention Center:**

Detention Physician and Medical Services Program DCSD013
Detention Psychiatric Nursing Services Program DCSD012

Milwaukee County Behavioral Health Division:

Psychiatric/Medical Transcription Services
Language Interpreter Services

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. Cogg's 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

Two (2) question and answer sessions (pre-Proposal conferences) will be held to discuss the proposal guidelines. The meetings have been scheduled at the following locations and times listed below. Please email questions in advance to dhhsca@milwcnty.com no later than August 5th 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

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 6th, 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 *Professional Services Contract Guidelines, Program and Technical Requirements*, depending on the amount of the contract award, funding recommendations may be presented for authorization 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:

Professional Services Program information:

Michelle Naples, Delinquency and Court Services Division, (414) 257-5725
Diane Gallegos, Behavioral Health Division, (414) 257-7313

Technical Requirements (questions about proposal submission requirements):

Judy Roemer-Muniz, Management Services/DCSD, (414) 289-6692
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