



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Milwaukee County

July, 2012

To: Firms, Individuals and other Interested Parties

The Milwaukee County Department of Health and Human Services (DHHS) invites firms, individuals and other interested parties to participate in the **Request for Proposal (RFP) process** for Professional Services Agreements by submitting applications for management, technical and accounting services under Professional Services Agreements in 2013. Please refer to the Program Requirements contained in the *Year 2013 Professional Services Agreement Guidelines* for a full description of professional services required. The Department welcomes new prospective vendors to participate in this RFP process.

Application materials (*Program and Technical Requirement Guidelines*) will only be available in electronic format. CD-ROMs may be picked up between 8:30 AM to 4:30 PM, beginning **Monday, July 16, 2012** at the Milwaukee County Marcia P. Coggs Human Services Center, Room B-26, 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 application guidelines and to assist applicants in completing proposals. The meetings have been scheduled for the following times and locations:

Tuesday, August 7, 2012

4:00 p.m.

Bay View Library

2566 South Kinnickinnic Avenue

Milwaukee, WI 53207

Thursday, August 9, 2012

3:00 p.m.

Washington Park Senior Center

4420 W. Vliet Street

Milwaukee, WI 53208

All applications 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. CDT on **Tuesday, September 4, 2012.**

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 B-26 ***
1220 West Vliet Street
Milwaukee, WI 53205**

*** Note – room number may change – check http://county.milwaukee.gov/DHHS_bids for updates

Following the application review process outlined in the *Professional Services Guidelines Program and Technical Requirements*, contract award recommendations may be presented for approval to the County Board Committee on Health and Human Needs, depending upon the amount of the contract award. 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 further information or assistance, please contact the following persons:

Information about the professional services:

Dennis Buesing, Contract Administrator (414) 289-5853

Technical Requirements (questions about application requirements):

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

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

Sincerely,



Héctor Colón
Director
Milwaukee County Department of Health and Human Services