

Questions and Answers 2013 RFP Process

All Divisions/Programs

- ALL Q: Last year you just asked for a summary of the emergency management plan. The RFP asks for the entire plan. Will you accept a summary?
A: Yes, please submit a summary of no more than six pages showing the highlights of your plan. Do not submit your entire plan, rather it should be made available for review upon request in the event we need additional information.
- ALL Q: Items 30C and D are only for new agencies, correct?
A: Yes, the experience forms are intended to allow a new agency to earn full points for experience even though they have not had a contract with Milwaukee County over the past two years. They should not be filled out by agencies that currently have Purchase of Service contracts with DHHS.
- ALL Q: Items 30C and D: If an agency has a WiserChoice contract, which is not a Purchase of Service contract, is it considered a new agency and does it have to fill out these forms?
A: If an agency has a WiserChoice contract, which is not a Purchase of Service contract, it is considered a new agency and should fill out Form # 30C. This document should be completed by a prior funder.
- ALL Q: When will you require the final submission of budget and other documents for 2013?
A: The final submission packet, which includes updates to budget, staffing and other items that may have changed since the Sept. 4 submission, will be due this year the week of Thanksgiving on November 23. The contracting process has been changed this year as there are additional offices (Corporation Counsel and the County Comptroller) that will need to review the contracts, so we want to allow enough time. Agencies that have been recommended for contracts will be notified around Thanksgiving.
- ALL Q: Item 6: Our Board of Directors resumes include their home addresses. Can we remove those addresses on the resumes we submit to you?
A: Yes, you may redact the address information on the resumes.
- ALL Q: On Item 7: Who should be listed on the Agency Owners/ Stockholders/Officers Form for non-profit agencies?
A: For non-profits, please list the names of officers appointed by the Board (e.g., CEO, COO).

- ALL Q: On Item 7, Do non-profit 501(c)(3) agencies whose volunteer board members have no ownership stake nor compensation need to complete this form?
A: Volunteer board members that have no ownership stake, nor compensation, do not need to be listed on this form, but should be listed on form Item # 6. Item # 7 applies to both for-profit and non-profit agencies. This form must list all officers of the organization (e.g.; CEO, COO, CFO, Vice President, etc.) and their annual W-2 and 1099 compensation.
- ALL Q: Should budget documents be submitted electronically or on paper?
A: Both, as the proposal reviewers use the paper copies and the electronic versions are used to create contract exhibits and invoice spreadsheets.
- ALL Q: Where should the completed proposals be delivered?
A: All proposals must be delivered to Room 300 of the Coggs Human Services Center (1220 W. Vliet Street, Milwaukee, WI 53205). This is a change from the RFP (Room B26 is no longer staffed). A receptionist will be stationed at the Disabilities Services counter outside of Room 300 to accept your proposals.
- ALL Q: Will reviewers be informed of responses to these questions so that they can take them into account when scoring the proposals?
A: Reviewers will be given copies of all Questions and Answers posted for this RFP as well as information on access to the web site on which they are posted
- ALL Q: Our Board will not meet prior to Sept. 4. How can we submit the Authorization to File?
A: If you have an Authorization to File from last year, please submit that and then update with a current form in your November final submission. If you do not have a previous form, note on your Authorization to File form when the next Board meeting will be and state you will submit the completed form with your final submission.