

Questions to DSD Crisis Services RFP

Q1. The RFP announcement indicates an "expansion" of existing services. Would a proposal from a new provider currently not delivering either ID Crisis Resource Center (IDCRC) and/or Community Team Consultation services in Milwaukee or Wisconsin be accepted?

A1) The expansion refers only to the Community Consultation Team. Currently those services are provided during business hours Monday through Friday by County staff. The expansion would provide an additional weekday shift as well as 8 a.m. to 9 p.m. weekend and holiday coverage using an outside vendor.

The Crisis Resource Center is a new program for the Disabilities Services Division and is not an expansion of any existing services. Proposals for these services are welcome from any qualified agency.

Q2. Under Section 5 Program Requirements, page 5-DSD-7, the RFP indicates that applicants must hold a DHS Chapter 82 Adult Family Home (AFH) license and that applicants must be adequately equipped to bill through Milwaukee County's certified DHS 34 Emergency Mental Health Service Program. Based on this information, please clarify:

(a) if a potential provider must have an existing AFH license at the time of RFP submission or is the agency permitted to pursue AFH licensure upon RFP award;

A2a) The successful proposer will have up to 45 days from the start date (December 1, 2013) to have all licenses in place. All licenses must be in place at the time services actually begin.

(b) if the vendor is required to bill for IDCRC and/or Team Consultation services through the Emergency Mental Health Service Program in addition to billing against the proposed contract budget shown on page 5-DSD-2 or is the contract budget the sole source of funding for the IDCRC and Community Team Consultation services?

A2b) The contract will be paid solely by the County. Contractor does, however, need to comply with all DHS 34 requirements including all documentation, submission of services units, etc.

Q3. Under Section 5 Program Requirements, page 5-DSD-14, the RFP indicates the unit of reimbursement will be expense-based on the total 2013 budget allocation for this program. Does this mean that the vendor will be reimbursed only for actual expenses incurred?

A3) Yes, the expense-based reimbursement on a monthly basis pays the lower of either Cumulative net expenses or Cumulative 1/12 of the contract amount.

Q4. Under Section 6.3 Required Annual Audit Schedules, page 6-26 contains a Revenue/Expense form that lists "net profit" and "allowable profit" line items, is it permissible to have a profit in the delivery of the services requested under this RFP and if so, is there a limitation on percentage of profit?

A4) For-profit agencies are allowed to retain profit per state rules: Per DHS [Allowable Cost Policy Manual](#), which indicates that allowable profit is determined by applying a percentage equal to 7% of net allowable operating costs plus 15% applied to the net equity, the sum of which may not exceed 10% of net allowable operating costs.