

## 1. INTRODUCTION

Welcome to the Year 2017 Request for Proposal (RFP) process. The Technical Requirements set forth in these guidelines apply to proposals submitted for funding programs under the Department of Health and Human Services (DHHS) Delinquency and Court Services, Disabilities Services, and Housing Divisions. The programs for purchase are described in the *Year 2017 Purchase of Service Guidelines: Program Requirements/Descriptions*.

The DHHS RFP process begins with the emailing of an "Interested Parties" letter to all current contractors and interested parties on the DHHS mailing list maintained by Contract Administration, and the publication of media announcements in the Milwaukee Journal-Sentinel newspaper. The "Interested Parties" letter is also posted on the County Business Opportunities Portal.

Proposals will be accepted only for the programs described as accepting proposals in the separately-published *Year 2017 Purchase of Service Guidelines: Program Requirements/Descriptions*. As in last year Program Requirements are issued separately by DHHS Division. This RFP *Technical Requirements* document is organized into Six (6) sections plus appendices. Instructions and forms are included in most sections; In addition, there are forms and other information in each separately-published *Program Requirements/Descriptions* document. These documents, as well as budget forms (Excel format) can all be found on the Contract Administration web page at:

[http://county.milwaukee.gov/DHHS\\_bids](http://county.milwaukee.gov/DHHS_bids)

**Updates and revisions to this and other RFP related publications will occur through the proposal deadline, and can be viewed at:**

<http://www.county.milwaukee.gov/Corrections22671.htm>

**This site should be checked frequently, as it is the responsibility of the Proposer to respond to all requirements as they appear in the posted revisions.**

***ALL PROPOSALS WILL BE REVIEWED AND SCORED AS DESCRIBED IN THE "OVERVIEW OF PROPOSAL REVIEW PROCESS" FOUND IN SECTION 4 OF THE TECHNICAL REQUIREMENTS unless evaluation criteria is identified with the separate Program Description.***

***DHHS reserves the right to split the award of any one program among several proposers if deemed in the best interests of Milwaukee County.***

*Addition*

*Deletion*