



DEPARTMENT OF HEALTH AND HUMAN SERVICES

Milwaukee County

March 5, 2021

To: Community Agencies, Organizations and Interested Parties

The Milwaukee County Department of Health and Human Services (DHHS), Management Services Division (MSD) invites community agencies, organizations and interested parties to participate in the RFP process by submitting proposals for Wisconsin Home Energy Assistance Program (WHEAP) services to be provided in the year 2021. The Department welcomes new prospective vendors including joint ventures and other innovative partnerships to participate in this RFP process.

Services will be provided in the two zones as identified in the program description which is included in the program guidelines document. It is not necessary to apply for both zones. Proposers who wish to provide services in both zones will need to apply for each zone separately. Milwaukee County, at its discretion, may select more than one provider to provide services for each zone.

Proposal materials (*Program Requirements/Descriptions* and *Technical Requirements*) will be available for download in electronic format beginning **March 5, 2021** from:

Milwaukee County Procurement Portal:

<https://countymilwaukee.bonfirehub.com/portal/?tab=openOpportunities>

One (1) Informational Session will be held to discuss the proposal guidelines. In addition, one (1) Technical Assistance Session will be held to assist proposers in completing proposals.

All proposals 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. CST on **Monday, April 12, 2021**. No extensions will be granted for submission of proposals unless approved by the Director of the Department of Health and Human Services.

Proposals must be uploaded to:

<https://countymilwaukee.bonfirehub.com/portal/?tab=openOpportunities>

All proposals must be fully and completely uploaded to the above site by the deadline. Should an extension or modification of any deadline occur, there will be a notice via addendum to all parties. Such an extension will be available to all proposers.

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

Sincerely,



Shakita L. LaGrant-McClain
Director
Milwaukee County Department of Health and Human Services