



# **MILWAUKEE COUNTY**

## **Department of Child Support Services**

ADDENDUM #1 to  
REQUEST FOR PROPOSAL

### **REQUEST FOR PROPOSAL CHILDREN FIRST PROGRAM**

RFP #7340

ADDENDUM ISSUE DATE: OCTOBER 8, 2018

This Addendum to the Request for Proposals (RFP) is issued to modify, explain or correct the original documents, dated October 8, 2018, and is hereby made part of the RFP.

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### **QUESTIONS AND ANSWERS**

This Addendum shall incorporate into the RFP the twenty-two (22) total questions and answers set forth on page 3 of this Addendum.

**MILWAUKEE COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES**

**RFP # 7340**

**CHILDREN FIRST PROGRAM**

**QUESTIONS AND ANSWERS**

1. For the past few years can you provide the number served per year?

2016: 466            2017: 373

2. Will you provide training for CARES? When would this take place so that the staff is prepared to be up and running on January 1, 2019? Yes, training will be provided.

3. Do you provide the drug testing technology for us to conduct the substance abuse screening? No, the vendor is expected to provide this. We will provide the DAST-10 questionnaire and the weekly reporting tool.

4. On what basis are the points awarded for the "Price" category when the dollar amount is set and published? The dollar amount is a guideline, additional points are earned if the sub-contractor is able to complete the contracted for less than the stated rate.

5. Would you clarify the required outcomes to be tracked? The outcomes being tracked are program completion, participant cooperation and/or payment of child support for 3 months.

6. We noticed in the Appendices that there seemed to be a suggested narrative structure for the response. Do you have a structure or format you want us to follow or do you just want us to do our best to answer the request for information and package it as we deem most appropriate? There is no structured format.

7. How many individuals have been served through this service in the past year?                    412 participants have been served.

8. Who currently holds this contract? Employ Milwaukee

9. On page ii, it says that the due date is Tuesday, October 12th but October 12th is a Friday so please confirm that the correct due date is Friday, October 12th. Yes, Friday 10/12/2018.

10. On page 7 it says that “Additional payment is possible for ongoing eligible case management services defined by the State.” Is this something that happens regularly or in a very rare case? What percentage of clients in the past year had additional hours approved? We were not billed for case management this program year.

11. For 3.2 Evaluation Criteria, #2, what is your preferred format for submission of reference information? There is no format requirement. 12.

12. In 3.2 Evaluation Criteria, #4, it says the “The Vendor must have a relationship with a job center or workforce investment board along with the ability to link to additional community resources and present program information during special events.” What is the definition of “must have a relationship with” and what “special events” are you referring to in this requirement. Relationship refers to the ability to collaborate with employment or job service providers. Special events may be job or resource fairs and your ability to connect participants to these.

13. On page 11, Other Proposal Assumptions and Requirements, #5 says, “Provide draft copies of all contracts and agreements that will govern this arrangement.” Specifically, which contracts and agreements are you referring to? Any sub-contractors that may be providing services under the Children First contract.

14. On page 15, Program or Proposal Requirements, section. B. Location, it says, “the Vendor shall provide services described herein immediately after the court hearing/referral preferably at the Milwaukee County Courthouse, or at another location within 48 hours of said referral.” Will there be space provided at the Milwaukee County Courthouse for these services? Are there specific days/hours that staff should be available? Conversely, we understand from this that another location is acceptable. Are there any restrictions on the geographic location of off-site services? Yes, there is space provided for the vendor to enroll participants at the Courthouse, there are specific hours the vendor is expected to maintain. The vendor is expected to provide space for participant orientation and or other sessions at their own site.

15. On page 15, Program or Proposal Requirements, Section. C. Services to be Provided, it lays out participation requirements. Is it expected, required or not necessary that evening programming hours are available for participants? Not a requirement.

16. On page 15, Program or Proposal Requirements, Section. C. Services to be Provided, #5, it talks about “assigned activities.” In terms of “assigned activities” are there any absolute requirements for individuals and/or are there any limitations to what these activities should be? Yes, the drug (DAST) test is absolute. There are no limitations to participant activities. However, activities should lead to the participant job readiness, employment and payment of child support.

17. In the Appendices, Section 7, page 29 Part C has a section that has a “check mark” under the working “child support agency letter of support attached” Does this mean that the proposal must include a letter of support from a “child support agency? If so, can you please list an example of a child support agency that would be appropriate to fulfill this requirement? There is no Child Support agency requirement, since the local Child Support Agency is the grantee of these state funds and Milwaukee County CSS sub-contracts to local vendors, no letter of support is needed.

18. 2. On page 7 – 3. Price (10) points:

Vendor will be compensated at the hourly rate of \$30.00 per hour – is this the reimbursement rate for the first 10 hours? If the participant exceeds 10 hours, how would the vendor be reimbursed? Is this a part of the case management services?

The vendor will be paid \$30 per hour for the first 10 hours served, upon completion the vendor will be paid an additional \$100.

Additional payment is possible for ongoing eligible of case management services as defined by the State

After the first 10 hours are met, additional payment is possible for case management. The vendor is reimbursed 66% of each dollar billed for case management.

As a vendor is the expectation that we should submit a budget defining what our cost projects are for case management services?

Yes

19. For the Plan for Contract Execution, are there any formatting restrictions, such as a page limit, required font, text size, spacing, etc.? There is no requirement on page limit or no required spacing, font or text size.

20. Is there a page limit in responding to?

3.2 – Page 6 and 7

1. Plan for contract execution

2. Prior Experience

3. Price

4. Community Resources

There are no limits imposed.

21. In each section Part D, Part E, Part F – As a vendor do we need to respond to this section? Yes

22. In each of these sections it limits a responder to one page is this the expectation for a vendor if we are required to respond. Yes. One page or less.