



DEPARTMENT OF HEALTH AND HUMAN SERVICES

# Milwaukee County

Geri Lyday, Interim Director

July, 2010

To: Community Agencies, Organizations and Interested Parties

The Milwaukee County Department of Health and Human Services (DHHS) invites community agencies, organizations and interested parties to participate in the RFP process by submitting proposals for human services programs to be purchased in the year 2011. The Department welcomes new prospective vendors to participate in this RFP process.

Proposal materials (*Program Requirements* and *Technical Requirements*) will be available in electronic format. CD-ROMs may be picked up between 8:30 AM to 4:30 PM, beginning **Monday, July 19, 2010** at the Milwaukee County Marcia P. Coggs Human Services Center, Room 302 Reception Desk, 1220 West Vliet Street, Milwaukee WI 53205. Materials may also be downloaded from: [http://county.milwaukeecounty.org/DHHS\\_bids](http://county.milwaukeecounty.org/DHHS_bids)

Two (2) question and answer sessions (pre-Proposal conferences) will be held to discuss the proposal guidelines. In addition, a Technical Assistance Session has also been scheduled to assist proposers in completing proposals. The meetings have been scheduled at the following locations and times listed below. Please email questions in advance to [dhsca@milwcnty.com](mailto:dhsca@milwcnty.com) no later than August 6<sup>th</sup> 2010.

**Tuesday, August 10, 2010**

**4:00 p.m.**  
**Mill Road Library**  
6431 North 76<sup>th</sup> Street  
Milwaukee, WI 53223

**Wednesday, August 11, 2010**

**4:00 p.m.**  
**Bay View Library**  
2566 South Kinnickinnic Avenue  
Milwaukee, WI 53207

**Technical Assistance Session**  
**Wednesday, August 18, 2010**

**9:00a.m. – 11:00 a.m.**  
**CATC Auditorium**  
9501 W. Watertown Plank Rd.  
Milwaukee, WI 53226

All proposals for funding in response to this RFP must be received by the Department of Health and Human Services no later than 4:30 p.m. CST on **Friday, September 3<sup>rd</sup> 2010**. No extensions will be granted for submission of proposals unless approved by the DHHS Director and the County Board Policy Committee.

**Proposals may be mailed or delivered to:**

**Marcia P. Coggs Human Services Center  
Attention: Dennis Buesing  
Room 302  
1220 West Vliet Street  
Milwaukee, WI 53205**

Following the proposal review process outlined in the *Technical Requirements*, contract award recommendations will be presented for approval to the County Board Committee on Health and Human Needs. The County Board of Supervisors may reject the funding recommendations and ask for an additional review and scoring of proposal(s), or require a re-issuance of the RFP for the program(s) being recommended. The County Executive may veto, in part, or whole, the County Board's action.

To receive information or assistance, please contact the following persons:

**Program information:**

Marietta Luster, Disabilities Services Division, (414) 289-6758  
Karin Bachman, Disabilities Services Division, (414) 289-6033  
Michelle Naples, Delinquency and Court Services Division, (414) 257-5725  
Judy Roemer-Muniz, Management Services Division, (414) 289-6692  
James Mathy, Housing Division, (414) 257-7689  
Walter Laux, Behavioral Health Division, (414) 257-7955  
Rochelle Landingham, Behavioral Health Division (414) 257-7337

**Technical Requirements (questions about proposal submission requirements):**

Jane Alexopoulos, Disabilities Services, (414) 289-5896  
Dave Emerson, Delinquency and Court Services, (414) 257-7284  
Judy Roemer-Muniz, Management Services, (414) 289-6692  
Wes Albinger, Housing Division, (414) 289-5871  
Rochelle Landingham, Behavioral Health, (414) 257-7337

**Fiscal/budget questions:** Sumanish Kalia, CPA, Contract Administration (414) 289-6757

**PLEASE NOTE: Disability Services Division residential programs are NOT included in this RFP process.**

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

Sincerely,

Geri Lyday  
Interim Director  
Milwaukee County Department of Health and Human Services