



DEPARTMENT OF HEALTH AND HUMAN SERVICES

# Milwaukee County

July, 2009

To: Firms, Individuals and other Interested Parties

The Milwaukee County Department of Health and Human Services (DHHS) invites firms, individuals and other interested parties to participate in the **Request for Proposal (RFP) process** for Professional Services Agreements by submitting applications for management, technical and accounting services under Professional Services Agreements in 2010. Please refer to the Program Requirements contained in the *Year 2010 Professional Services Agreement Guidelines* for a full description of professional services required. The Department welcomes new prospective vendors to participate in this RFP process.

Application materials (*Program and Technical Requirement Guidelines*) will only be available in electronic format. CD-ROMs may be picked up between 8:30 AM to 4:30 PM, beginning **Monday, July 27, 2009** at the Milwaukee County Marcia P. Coggs Human Services Center, Room 109, 1220 West Vliet Street, Milwaukee WI 53205.

Materials may also be downloaded from:

<http://county.milwaukee.org/RFPInformation111327.htm>

Two (2) question and answer sessions (pre-Proposal conferences) will be held to discuss the application guidelines and to assist applicants in completing proposals. The meetings have been scheduled for the following times and locations:

**Tuesday, August 11, 2009**

**4:00 p.m.**

**Mill Road Library**

6431 North 76<sup>th</sup> Street

Milwaukee, WI 53223

**Wednesday, August 12, 2009**

**4:00 p.m.**

**Bay View Library**

2566 South Kinnickinnic Avenue

Milwaukee, WI 53207

All applications 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. on **Friday, September 4, 2009**.

No extensions will be granted for submission of proposals unless approved by the Director of the Department of Health and Human Services and the County Board Policy Committee.

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

**Marcia P. Coggs Human Services Center  
Attention: Dennis Buesing  
Room 109  
1220 West Vliet Street  
Milwaukee, WI 53205**

Following the application review process outlined in the *Professional Services Guidelines Program and Technical Requirements*, contract award recommendations may be presented for approval to the County Board Committee on Health and Human Needs, depending upon the amount of the contract award. The County Board of Supervisors may modify or reject the funding recommendations and the County Executive may veto, in part, or whole, the County Board's action.

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

Information about the professional service:

Dennis Buesing, Contract Administrator, (414) 289-5853

Technical Requirements (questions about application requirements):

Judy Roemer-Muniz, Management Services, (414) 289-6692

Wes Albinger, Management Services, (414) 289-5871

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

Sincerely,

A handwritten signature in cursive script that reads "Lisa Marks". The signature is written in black ink and is followed by a horizontal line extending to the right.

Lisa Marks  
Interim Director  
Milwaukee County Department of Health and Human Services