



**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION  
**PURCHASING DIVISION**

Room 425 City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703-3345  
608/266-4131  
FAX 608/266-4425 TDD 608/266-4941

BONNIE HAMMERSLEY  
Director of Administration

CHARLES HICKLIN  
Controller

DATE: November 22, 2005  
TO: All Proposers  
Request For Proposals #105073: Community Support Specialist Services  
FROM: Carolyn Clow, Purchasing Agent  
SUBJECT: ADDENDUM #2

**The following people attended the preproposal conference:**

Carolyn Clow	Dane County Purchasing
Ron Chance	Dane County Human Services
Sue Weimerskirth	CSSW
Aaron Backer	Youth Services of Southern WI
John Bauman	Community Partnerships
Jim Erlenborn	Employment & Training Association
Sandra Howland	Employment & Training Association
Joy Wiggert	Employment & Training Association
Scott Strong	Community Partnerships
Casey Behrend	Youth Services of Southern WI
Jim Huff	Nehemiah Corporation
Kathleen Lane	Community Action Coalition
Lilada Gee	Nehemiah Corporation
Kathy Stellrecht	Catholic Charities

**Please note:**

In the RFP on page 12, references to section 7.1 should be references to section 6.1  
references to section 7.2 should be references to section 6.2  
references to section 7.3 should be references to section 6.3  
references to section 7.4 should be references to section 6.4  
In section 2.5, references to section 5 should be references to section 6.

A new budget form is attached to this document.

Carolyn Clow gave an overview of the purchasing process.

Ron Chance gave an overview of the CSS Program. The CSS will only be at the sites listed and may be reduced from the current 5.5 positions to 4 positions. The CSS position may be able to be split between two sites, but it depends on the site and the quality of the worker.

**The following answers are provided in response to questions from the preproposal conference:**

*Question #1: Is the current model that the CSS is on-site and handled as a walk in or phone in service, rather than as an in-home service?*

Answer #1: At the urban sites the JFF office is close to the people needing services and well known to them. About 80% of the families are seen in the office as it is more efficient. The Sun Prairie office serves Marshall and is physically located further from the people it serves than the other offices. The main philosophy is to do what makes sense.

*Question #2: Initially I had thought there would be a lot of mileage involved in this contract, but it appears there is not. Is that assumption correct?*

Answer #2: We try not to transport clients, but rather to access the other services that are available for transportation. If there is a deadline or some other urgent need, then transportation is provided.

*Question #3: Are there funds available through this RFP for meeting the direct needs of the families or are they for program expenses?*

Answer #3: Be innovative about how you use the funds. Each community social worker has \$1,000-\$1,200 in discretionary funds to use in the community.

*Question #4: How do you collect data for the program? Is there a data collection system?*

Answer #4: Quarterly reports are required which have basic service statistics such as how many people were served and what type of service was provided. There is a separate form for people with which the CSS has multiple contacts. It collects basic demographic information, information about the presenting issue, the proposed resolution of the issue and the outcome of the situation.

*Question #5: Are there case files available? If so, are they shared with the CSS?*

Answer #5: The second form mentioned in question #4 could be considered a part of a case file. There are no formal case files, but information is shared between the agencies that are co-located in the JFF offices to facilitate using a teaming approach for assisting people. Each team is different.

*Question #6: How intense is the case management?*

Answer #6: The case management is less formal than in some other areas. There are no court mandates involved. The formality depends a lot on the predilection of the worker. Community social workers act as air traffic controllers and refer people to the resources which can best meet their needs. Social workers step in to advocate for people as needed to ensure access to appropriate resources. The JFF team works

to help people in danger of eviction and/or referral to a formal system. There is networking between the JFF teams when a family moves from one service area to another.

Ron Chance concluded by stating that the effectiveness of the JFF offices in deflecting families away from formal systems is their forte. They are locally based and bring local networks of support and involvement to assist families. JFF offices move into an out of sites based on need. They recently moved out of Bayview and into an office on Hammersley Road. They are looking to expand to Fish Hatchery Road in the future.

**Please acknowledge receipt of this addendum by noting “Addendum #2 Received” on the bottom of the Signature Affidavit when you submit your proposal.**

**Dane County Department of Human Services**

**ATTACHMENT E**

Please submit a detailed program budget including a budget narrative that details administration and program costs as specified below. Your project budget should be for a calendar year based upon the amount of funding anticipated to be available for 2007 - \$221,816.

**PROGRAM BUDGET  
Program Budget Instructions**

**PROGRAM BUDGET SCHEDULES MUST BE PRESENTED  
USING THE ATTACHED FORMATS**

- Column 1** CURRENT YEAR TOTAL BUDGET. This is the total amount budgeted for this program.
- Column 2** CURRENT YEAR COUNTY FUNDED. This is the County-funded portion of the total program budget. Column 3 + Column 4 equals this column.
- Column 3** CURRENT YEAR COUNTY FUNDED ADMIN. Using the County's definition of Admin, distribute the costs in column 2 between this column and column 4.
- Column 4** CURRENT YEAR COUNTY FUNDED PROGRAM. Costs not classified as Admin are classified as Program. This column equals Column 2 minus Column 3.

AGENCY ADMINISTRATIVE COST PERCENT. This reflects the current year administrative cost percent. Column 3 County Funded Admin divided by column 2 County Funded. This amount cannot exceed 15%.

## ADMINISTRATION AND PROGRAM COST CLASSIFICATION GUIDELINES

### ADMINISTRATION COSTS

Administration costs are costs related to the overall direction of the agency. These costs are often described as indirect costs.

#### Personnel

Salary, Tax & Benefit costs for personnel or contractors who carry out the following functions would generally be treated as administrative costs.

- Program evaluation
- Program planning
- Budget planning, tracking and development
- Program and fiscal reporting
- Management (Supervision of program managers, supervisors, accounting, human resource and administrative support staff)
- Data and information technology system development and management
- Data tracking and client record keeping
- Sub-contracting, including contract negotiations and contract management
- Accounting
- Personnel Administration (human resource functions of staff recruiting and hiring)
- Billing and third party collections
- Agency-wide public relations
- Brochure, web-site and publication development
- Strategic planning
- (Personnel who would be reported here could include executive directors, accountants, data processing staff, bookkeepers, receptionists, business managers and administrative assistants. \*\*)

#### Operating

- Insurance
  - Professional Fees (100% of these costs would be reported as administration with the exception of program related professional fees.)
  - Agency audits
  - Postage, Office and Program Supplies
  - Equipment/Furnishings
  - Telephone
  - Training/Conference
  - Food/Household Supplies
  - Auto Allowance
  - Vehicle Costs
- (Operating costs for administrative personnel, e.g., utilities, equipment, maintenance, legal services, purchasing.)

#### Space

- Space costs for administrative personnel

**Other-Please specify:**

**PROGRAM COSTS**

Program costs are costs related to providing direct services or support within a specific program.

**Personnel**

- Salary, Taxes and Benefit costs for personnel or contractors carrying out any of the following functions would be included in program costs.
- Direct client services (staff who provide 90 percent or more of their time carrying out these functions are considered 100 percent program cost)
- Face-to-face client or phone contact
- Client-specific advocacy needed to obtain services for individual clients
- Supervisory time spent on directly supervising individuals who are responsible for direct client services, when that supervisory time is focused on the work that staff do with clients.

(Personnel who would be reported here could include program managers, program support staff, supervisors and line staff. \*\*)

**Operating**

- Insurance
- Professional Fees/ (Only program related professional fees.)
- Postage, Office and Program Supplies
- Equipment/Furnishings
- Telephone
- Training/Conference
- Food/Household Supplies
- Auto Allowance
- Vehicle Costs

(Operating costs for program personnel, insurance, utilities, equipment, maintenance, legal services, purchasing, professional fees, postage, supplies, telephone, food/household supplies, auto allowance, vehicle costs.)

**Space**

- Space costs for program personnel

**Special Costs-Assistance to Individuals**

**Other-Please specify**

If these guidelines do not completely address or clarify your unique set of circumstances, questions regarding the County's interpretation of proper classification between program and administrative cost classifications should be directed to your contract manager who will work with our fiscal staff to resolve your questions.

\*\*It is possible that some positions may have duties that are classified as Administration and duties that are classified as Program. If this is the case, the costs should be allocated in a reasonable manner between the administration and program categories.

**Program Budget**

**ATTACHMENT E**

	(1) TOTAL BUDGET	(2) COUNTY FUNDED (= Col 3 + 4)	(3) COUNTY FUNDED ADMIN	(4) COUNTY FUNDED PROGRAM
<b>A. PERSONNEL</b>				
Salaries				
Taxes				
Benefits				
Subtotal A				
<b>B. OPERATING</b>				
Insurance				
Professional Fees				
Audit				
Data Processing				
Postage, Office, & Program Supplies				
Equipment/Furnishings				
Depreciation				
Telephone				
Training/Conference				
Food/Household Supplies				
Auto Allowance				
Vehicle Costs				
Other1:				
Other2:				
Subtotal B				
<b>C. SPACE</b>				
Rent				
Utilities				
Maintenance				
Mortgage Interest, Depreciation				
Property Taxes				
Subtotal C				
<b>D. SPECIAL COSTS</b>				
Assistance to Individuals				
Subtotal D				
<b>E. OTHER (Specify)</b>				
Other3:				
Other4:				
Subtotal E				
<b>TOTAL A THROUGH E</b>				

Agency Administrative Cost Percent: \_\_\_\_\_

## PROGRAM BUDGET NARRATIVE

Please explain your program and administration costs by detailing your budget calculations for each budget figure.