



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

TRAVIS MYREN
Director of Administration

CHARLES HICKLIN
Controller

DATE: October 26, 2009
TO: All Proposers, Request For Proposals #109103: Employment & Training Services
FROM: Carolyn Clow, Purchasing Agent
SUBJECT: **ADDENDUM #1**

The following individuals attended the vendor conference:

Carolyn Clow	Dane County Purchasing
Barb Berlin	Dane County Human Services
Robin Kennedy	Opportunities Inc.
Linda Branson	Opportunities Inc.
Jim Erlenborn	EATA
Jon Danforth	EATA
Lisa Omen	Forward Service Corp.
Brian Covey	Forward Service Corp.
William Juelich	EATA
Jon Wiggert	EATA
Jeff Burkhart	Literacy Network
Linda Richardson	Policy Studies Inc.

Carolyn Clow gave an overview of the purchasing process. Please note: Vendors are required to submit one (1) original and three (3) copies of their technical proposal.

Barb Berlin gave an overview of the RFP document and the scope of services requested.

The following answers are provided in response to questions received in writing and questions from the vendor conference:

Question #1: Should 5.4.14 “Describe your organization’s experience in coordinating with local Child Support enforcement staff and activities. How will you manage this relationship to increase child support collections and ensure good coordination with staff?” actually be listed as 5.4.16?

Answer #1: You are correct. 5.4.14 should be renamed to 5.4.16. If the agency is bidding for the FSET program, the following questions apply: 5.4.12, 5.4.13, 5.4.14, and 5.4.15.

If the agency is bidding for the Children First program, the following questions apply: 5.4.12, 5.4.13, 5.4.14, 5.4.15, and the revised 5.4.16.

Question #2: Does Dane County intend for the chosen vendor to operate a separate W2 Job Search CSJ or Work First activity in 2010-11?

Answer #2: If this question relates to FSET, we expect the vendor agency to operate employment search. If the question relates to W-2, the vendor agency may assist with employment search.

Question #3: Will DCDHS be handling all W-2 client supportive services in 2010 ?

Yes, Dane County Department of Human Services staff will be responsible for supportive services such as transportation, work related expenses, etc. for the W-2 program.

For FSET and Children First programs, Dane County Department of Human Services will not be responsible for participant supportive services.

Answer #3:

Question #4: The RFP states that the primary services will be offered at the Job Center but that there may be opportunities for specific services to be offered off site. To what extent do you anticipate allowing services to be offered off-site?

Answer #4: Some services may be offered off site. DCDHS will consider options, and vendors should submit proposals clearly detailing their offerings. Basic services must be county wide available.

Question #5: Is there a specific database in mind for recording ancillary documentation regarding client work sites?

Answer #5: W2 participation and non-participation must be recorded in CARES. All case information must be recorded in CARES or CWW. DCDHS will consider alternatives offered by proposing vendors regarding how to record the ancillary

documentation. Describe in detail the system and/or database your agency is proposing to use.

Question #6: What does the County mean by the \$15 per square foot charge for space at the Job Center?

Answer #6: This means \$15 per square foot **per year**. The total per year for a 10' by 10' cubicle would be \$1,500 per year, or quarterly charges would be \$375. The County provides large training spaces with no additional cost to vendors.

Question #7: Does the County want budget backup or budget narrative submitted with the cost proposals?

Answer #7: Budget backup or budget narrative can be included with the cost proposals. Vendors are responsible for ensuring that all budget information is placed in a separate envelope and not included as part of the proposal response.

Question #8: Should the W2, Children First and FSET cost proposals be separate?

Answer #8: Yes, the County can award contracts for the services described in this RFP to one or multiple vendors.

Question #9: What is meant by Dane County?

Answer #9: Dane County means the whole geographic area of Dane County.

Question #10: Can vendors submit proposals to serve only one part of Dane County?

Answer #10: No, the County is required to serve all participants in Dane County and vendors will be responsible for serving all participants in the County for the types of services for which they receive contracts. Vendors may partner with other vendors to assure countywide services are available.

Question #11: Does DCDHS handle the Children First reimbursement of \$400 or does the agency handle the reimbursement?

Answer #11: The contracted vendor submits monthly expense forms to DCDHS for reimbursement.

Question #12: In section 5.3, it refers to CARES, QA, and WEBI, what is QA?

Answer #12: QA is quality assurance. In this section it is referring that the vendor will be able to analyze data, produce reports, review cases, etc.

Question #13: In section 5.4.11, the RFP specifies assessment coordination, and being the primary contact for physical and mental health issue. Is this to receive documentation or to set up appointments?

Answer #13: The requirement is for the contracted vendor to handle both of these areas. Also it

includes administering the Barrier Screening Tool (not as the sole provider), coordinate trainings for participants, and the primary contact for physical and mental health providers.

Question #14: Can FSET funds be used to fund part of the BEA Lab?

Answer #14: Yes. FSET costs would need to be proportionate with the number of FSET participants served as compared to W-2 participants.

Question #15: What is the average cubicle size at the Job Center?

Answer #15: 10' x 10'

Question #16: Is there a cap for administrative costs? Do you want administrative costs broken out and listed in the "Other" category on the cost proposal?

Answer #16: There is a 15% administrative cap for W-2 funds, FSET funds, and Children First funds. Yes, please list the administrative costs in the Other Costs Explain row.

Question #17: Is there any common/shared space to be considered as part of the cost proposal?

Answer #17: No. The \$15/square foot rate covers common and shared areas. Dane County Department of Human Services provides the classroom space at no additional cost to the vendor.

Question #18: Will the Dane Co. Department of Human Services provide any computers or printers?

Answer #18: Computers and printers have been purchased by the previous vendor and will be returned to Dane County Department of Human Services if they are not the selected vendor for 2010. DCDHS will work out a transition plan for the computers and printers to the new vendor as applicable.

Question #19: Are internet, telephone, or photocopier costs included in the \$15/sq. ft. rental costs? If they are separate, could you please provide costs for each?

Answer #19: A phone and phone service will be provided to each cubicle by DCDHS, however, the monthly telephone charges will be billed to vendor. An average monthly phone charge is \$20 per phone. Internet charges and photocopier(s) are the responsibility of the vendor. The vendor needs to research prices for the Internet charge and photocopier(s) and obtain them on the open market.

Question #20: Will Dane Co. FEPs provide all case management for W-2 participants in CMF/case management only?

Answer #20: The FEP will be responsible for all case management for W-2 participants in CMF. The FEP may coordinate with other staff to assist in providing services to CMF participants.

Question #21: Will Dane Co. equip the BEA with all necessary resources/equipment (computers, etc.)?

Answer #21: Proposers should submit a list of desired equipment and supplies, including which items they will provide, and which they are requesting that DCDHS provides. Computers are available for the lab but do not have current educational software.

Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your proposal.