

# **Request for Proposals**

**RFP# 1591DDES-LS**

## **Pathways to Independence Northern Region Grant**

The Pathways to Independence project within the Wisconsin Department of Health and Family Services is offering grant funds up to \$80,000 to decrease barriers to and increase opportunities for person-centered, integrated employment in order to support people with disabilities in achieving their desired employment outcomes.

Governor Doyle has set a goal to expand managed long-term care options for elders and people with disabilities throughout Wisconsin. Long-term care consists of services and supports that people need to meet their daily needs and employment aspirations. Many Wisconsinites take advantage of these supports and services, but many others are waiting to receive them. The Pathways to Independence grants will assist the Northern Region of the State as it prepares for the expansion of managed long-term care.

The mission of Pathways to Independence is to develop a comprehensive system that:

- Maximizes employment of people with disabilities
- Increases the state's labor force by including people with disabilities
- Protects and enhances workers' healthcare, other benefits and needed supports

Increasing the capacity to provide integrated employment in Ashland, Bayfield, Forest, Iron, Oneida, Price, Sawyer and Vilas Counties will support the future expansion of managed long-term care into the Northern Region of the State.

The Northern Region Grant project is funded by the Wisconsin Medicaid Infrastructure Grant. Several grants less than \$80,000 may be awarded. Total funds awarded to all applicants will not exceed \$80,000. The Department reserves the right to make one award of \$80,000.

### **Purpose of the Grant**

The successful proposal for the Northern Regional Grant will address one or more of the following six strategic priorities of the Pathways to Independence Strategic Plan.

#### **Pathways to Independence Strategic Priorities**

When the Pathways to Independence Strategic Plan is implemented, Wisconsin will be the standard by which other states are measured in these areas:

1. Support for the principles of universal design and the creation and use of assistive technologies to enhance independence and productivity for people with disabilities.
2. The number of exceptionally prepared and qualified employees available for the workforce of the 21<sup>st</sup> century through the development and implementation of a seamless system of education and training for students with disabilities at all levels, from pre-kindergarten to post-secondary education.

3. The extent of collaboration among all service providers, with a person-centered focus and a specific plan for a unified system which serves both employers and people with disabilities, resulting in a more productive work environment.
4. The extent to which employers, policymakers, insurers and people with disabilities are engaged in increasing access to long-term care and other employee benefits.
5. The creation and provision of effective and practical technical assistance and accessible, on-going supports for employers who intentionally and successfully employ and accommodate people with disabilities.
6. The level to which employers and the public are informed and educated about the contributions of people with disabilities, their economic potential and positive impact on the labor force.

Responses to one or more of the above strategic priorities should address the following key components of the strategic priorities of the Pathways to Independence Project:

- Incremental Systems Change
- Collaboration
- Transparency
- Local Solutions
- Leadership
- Sustainability

Grant funds may be used for project staff salaries, consultant fees, data collection and analysis, meetings, supplies, project-related travel and other direct project expenses, including a limited amount of equipment deemed essential to the project. **Grant funds may not be used to provide direct services**, to construct or renovate facilities, for lobbying, or as a substitute for funds currently being used to support similar activities. Funding received through this grant may not be used to supplant current local, state or federal funds received by the applicant. Funds must be used by December 31, 2007. Pathways to Independence encourages projects that have a goal of impacting the Northern geographic region of the state and meeting project objectives.

**Who may apply and what are the qualifications:**

- A. Applications will be accepted from the Northern Region of the State including the following counties: Ashland, Bayfield, Forest, Iron, Oneida, Price, Sawyer and Vilas. Agencies must provide a substantial (50%) portion of services in the Northern Region counties.
- B. Applicants can include government agencies, tribes, counties, municipalities, non-profit organizations, for profit organizations, service providers, businesses, and civic organizations.

- C. Collaborations and partnerships are encouraged. Applicants must have representation from people with disabilities. Pathways to Independence strongly encourages participation from local officials (elected, employed or appointed). In addition, a broad cross section of the community should be represented, such as civic groups and faith based groups as well as agencies that represent education, housing, transportation and other interests that support members of the targeted population.
- D. The lead agency for the application must hold a certificate of good standing with the Secretary of State or have a fiscal agent with such a certificate, and be eligible to receive federal funds. Applicants must be willing to provide all necessary program and financial reports. Municipalities are also eligible to apply and need not have a certificate of good standing.

**Proposal Requirements and Format:**

The main body of the proposal (including line-item budget and workplan) must not exceed 10 double-spaced typewritten pages in 12-point Times New Roman font. Appendices may accompany the body of the proposal but may not exceed an additional 10 pages. Applicant must respond to each of the following numbered sections. Please identify each section by title given in this request for proposals. Proposals will be reviewed by a panel selected by the Department of Health and Family Services. Total points available to be awarded are 120.

**Section I. Application Summary**

Complete contact information of the applicant (Appendix 1)

**Section II. Project Goal (10 pts)**

Describe the overall goal of your project and how it is consistent with the purpose of the grant.

**Section III. Project Outcomes and Activities (30 pts)**

What do you want to accomplish? How are you going to do it? What is the plan to sustain your project into the future after the funding ends? Include a clear connection between the action plan and how it will support the integrated employment of people with disabilities.

**Section IV. Measure of Success (20 pts)**

How will you know if you have been successful? Measures should be tied directly to outcomes and activities and reportable during the grant period which ends December 31, 2007.

**Section V. Grant Coordination and Collaboration (20 pts)**

How will the efforts of the grant be coordinated? What partners will be involved and how? Letters of support may be included as appendices.

**Section VI. Deliverables of the Project (20 pts)**

What products or materials might be created in this project? How will these materials be used or replicated by others?

**Section VII. Workplan (10 pts)**

Please use the workplan template and instructions provided (Appendix 2).

**Section VIII. Budget (10 pts)**

A complete line item budget and budget narrative should be submitted as part of your 10-page proposal. Please use template provided (Appendix 3 and 4).

**Technical Assistance:**

Technical assistance will be available to the successful applicant(s) through the Pathways to Independence Project.

**Disclaimer:**

The grantor reserves the right to reject any and all proposals that do not adequately address the nature of the problem or issue identified in the project goal above.

**Notice of Intent:**

Prospective proposers are requested, but not required, to submit a Notice of Intent to apply to the Division of Long Term Care.

The notice of intent should include:

- A statement of intent to submit a proposal
- Proposer name and address
- Contact person name, telephone number, and e-mail address

**The Notice of Intent should be returned to the Bureau of Aging and Disability Resources by 4:00 p.m. C.D.T. May 16, 2007.** Submittal of the Notice of Intent does not commit an agency to submitting an application. **Any supplemental written**

**information related to this RFP developed by the Division will be provided only to those agencies who have filed a Notice of Intent, or to agencies who request such information.**

Notices should be mailed or hand delivered to:

Molly Michels  
Office of Independence and Employment  
Bureau of Aging and Disability Resources  
Division of Long Term Care  
P.O Box 7851  
Madison, WI 53707-7851  
(608) 261-7816  
[michemm@dhfs.state.wi.us](mailto:michemm@dhfs.state.wi.us)

**Questions and Answers Document:**

Initial questions must be submitted electronically to [michemm@dhfs.state.wi.us](mailto:michemm@dhfs.state.wi.us) by **May 21, 2007**. A question and answer document containing all questions submitted will be posted at <http://dhfs.wisconsin.gov/rfp/#DDES> by **May 23, 2007**. Further questions must be submitted electronically to [michemm@dhfs.state.wi.us](mailto:michemm@dhfs.state.wi.us). Updates to the question and answer document will be posted on the website weekly until **June 15, 2007**.

If you have technical difficulties submitting questions electronically, please contact Molly Michels, at 608-261-7816.

**Bidders Conference Call:**

A conference call will be held on **June 4, 2007 at 2:00 p.m.** Questions and concerns regarding the RFP will be addressed at that time. **Call in information will be provided only to those proposers that submit a notice of intent to apply or to agencies who request such information.**

**Deadline:**

Applicants must submit one paper copy of the completed proposal and one electronic version on PC-compatible disk. Applicants must also email a PDF version by the deadline.

**Deadline for submission of application is June 15, 2007 at 4:00 p.m. Applications must be received by this date and time, not post marked.**

**Send proposals to:**

Department of Health and Family Services  
Pathways to Independence Northern Region Grant  
Attention: Molly Michels  
1 W. Wilson St., Room 951  
Madison, WI 53702  
[michemm@dhfs.state.wi.us](mailto:michemm@dhfs.state.wi.us)

**Notification of decision will be made by June 27, 2007, with grant start up on July 9, 2007.**

**Protest and Appeals:**

Proposers can only protest or appeal violation of procedures outlined in this RFP. Ranking and scoring by the Evaluation Committee are not subject to protest or appeal. Notice of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should fully identify the procedural issue being contested.

The written notice of intent to protest must be filed with:

**Donna McDowell  
Department of Health and Family Services  
1 West Wilson Street  
P.O. Box 7850  
Madison, Wisconsin 53707**

and received in that office no later than the close of business on **July 5, 2007**, or within five (5) working days after the notice of intent to award is postmarked, whichever is later. The written protest, fully identifying the procedural issue being contested, must be received in the Administrator's Office no later than ten (10) working days after the notice of intent to award is issued.

The decision of the Division of Long Term Care may be appealed to the Secretary of the Department of Health and Family Services, One West Wilson Street, Room 650, Post Office Box 7850, Madison, Wisconsin 53707 within five (5) working days of issuance, with a copy of the protest filed with the Administrator of Division of Long Term Support.

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