



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

RFP NUMBER: **121081**

RFP TITLE: **Fiscal Services for Covid
Housing Support**

RFP DEADLINE: **November 12, 2021**
2:00 p.m. (CST)

**PROPOSALS
MUST BE
UPLOADED TO:** **Purchasing Bid Dropbox**
www.danepurchasing.com

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

**VENDOR
CONFERENCE:** **No Vendor Conference Scheduled**

**DIRECT
ALL INQUIRES TO:** **Pete Patten**
Purchasing Officer
(608) 267-3523
patten.peter@Countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response
(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document | <input type="checkbox"/> Cost Proposal
(Separate from RFP Response) | |

DATE ISSUED | October 22, 2021

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1.0 RFP OVERVIEW

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Vendor Conference

There will not be a vendor conference.

1.4 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
October 22, 2021	RFP Issued
November 1, 2021	Last day to submit written inquiries (2:00 p.m. CST)
November 4, 2021	Addendums or supplements to the RFP posted on the Purchasing Division website
November 12, 2021	Proposals due (2:00 p.m. CST)

1.5 **Evaluation Criteria**

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Staffing Capabilities and Qualifications (Section 3.3)	35%
Experience and Qualifications for the Proposed Program (Section 3.4)	35%
Cost	Percent
Cost Proposal	30%
Total	100%

1.6 **Submittal Instructions**

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

121081 – Vendor Name – RFP Response

121081 – Vendor Name – Cost Proposal

121081 – Vendor Name – Attachment A

Responses/answers are required for all of sub-sections within Section 3.0 and required attachments. If incomplete bid responses are submitted by a proposer, it will impact scoring and/or may be deemed ineligible for review and award.

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP's and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 Definitions and Links

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlr.gov and <http://werc.wi.gov>

Purchasing

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

2.2 Scope of Services/Specification Overview

In the spring of 2021, Dane County approved a historic investment in a rapid re-housing style program referred to as Hotels to Housing. The program provides up to two years of housing cost assistance and case management services to eligible people experiencing homelessness in Dane County.

The Dane County Department of Human Services' Fiscal and Management Services Division seeks a vendor to act as fiscal agent on behalf of Dane County for the Hotels to Housing program. The vendor will be responsible for making payments directly to landlords and/or utilities companies on behalf of Dane County for Hotels to Housing program participants. Payments to entities on behalf of Dane County may include security deposit, monthly rent, utilities payments not covered under the lease (does not include phone or cable), parking and/or rental arrears payments.

Participants for the program are identified by criteria/referral processes developed by Dane County, and enrolled in the program by case management agencies that are under contract with Dane County to provide supportive services for the program. Approximately 297 households may be served at any given time. Current program enrollment is more than 90 households.

2.3 Needs and Requirements

1. Term of Contract – 1 year with 2 1-year renewal terms with an anticipated start date of early 2022 upon completion of a fully executed contract.
2. Under this engagement, the County will report to the contract recipient (Provider) new household placements and related landlord contact information for account set-up and payment processing.
3. The Provider will perform outreach to payees for W-9 form completion and other records as necessary.
4. The Provider will expediently establish new household (beneficiary) and landlord (payee) program accounts upon program participation by the County and shall target initial rent payments to occur no more than two weeks from notification.
5. Provider shall process rent payments monthly for all households from the date of placement. Partial month, or prorated payments, will be needed to reflect timing associated with program intake and establishment of new households and landlords.
6. Provider shall schedule and process ongoing rent and utility payments to ensure payees receive payments by proper due dates.
7. Monthly, the County will report to the Provider an updated census (i.e., program participation roster) to reflect the current housing status of participants. The monthly census will be used to account for residents no longer housed in the program and

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

Provider shall use the report to discontinue rent payments. The census may additionally provide adjusted payment amounts owed to the payee if appropriate and Provider shall adjust payee payment levels accordingly.

8. Provider shall perform required Internal Revenue Service 1099 reporting to fulfill tax requirements for all payees at year end.

2.4 **Program Reporting Obligations**

1. Provider shall submit to the County bi-weekly financial payment detail that minimally reports a) identity of payee, b) beneficiary name, c) payment amount separated by payment type (rent vs. utilities), d) rental period, e) payment date. Reports will be submitted to County manager and County accounting designees.
2. Provider shall maintain financial records to demonstrate that County funding sources are not comingled with other funding sources. These records will be made available to the County upon request.
3. Provider agrees to provide the County with any other information needed to meet reporting requirements that may arise in association with this agreement.

2.5 **Invoice and Payment Process**

Reimbursement for program services shall be paid according to a unit-based method per household with administrative service costs accounted for in each rate.

A two-tiered payment rate structure will be processed that distinguishes new program enrollees from ongoing program clients.

New Enrollee Unit Rate - A one-time unit rate billed to the County to reflect extra cost associated with household and related payee set-up. The initial set-up rate additionally covers the first month of rental payment processing for households.

Ongoing Program Enrollee Unit Rate – Reflects the service unit rate per household paid for ongoing monthly payment administration and reporting following the initial month of enrollment. This unit rate is billable per household per month (not per transaction) and, as such, may cover multiple transactions per household in a month (i.e., rent and utilities).

Total contract reimbursement for payment administration shall not exceed \$100,000 under this contract.

Provider shall invoice County monthly for unit based payments with invoice detail showing 1) count of new households for period billed at the new enrollee unit rate per household and 2) count of ongoing household payments for period billed at the ongoing payment rate. Invoices will be sent to the Dane County designated accounting representative supporting this contract.

Federal benefits funding for client benefit payments will be made available to Provider for purposes of rent and utility payments for household participants through separate payments made by the County to the Provider for client pass-through purposes. This funding reflects benefit pass-through funding provided to landlords or utility Providers on the County's behalf. The County will monitor benefit spending levels and make additional rental assistance benefit funding available for Provider administration based on fiscal reporting data and documented spending levels.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

1. Provider shall issue an invoice upon completion of services and/or delivery of such deliverables within the given time period. Invoices must reference the Dane County purchase order number issued for the services/deliverables described herein. Payment shall be made within 30 days of County's receipt of accepted invoice.
2. Email delivery of invoices is encouraged and preferred – see the Bill To section of the Dane County purchase order.
3. At minimum, each invoice must include the following:
 - a. Provider's Name
 - b. Remit To Address
 - c. Dane County Purchase Order Number
 - d. Detailed Description of the Services Provided
 - e. Period of Time in which Services were Provided
 - f. Rate or Cost of Services per the RFP Cost Proposal and resulting Contract
 - g. Quantity of Services Provided – this unit of measurement is determined by the RFP Cost Proposal and resulting Contract (ie: 45 hours)
4. Only properly submitted invoices will be processed for payment. Any invoice failing to comply with these provisions may be returned for correction and reissue.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

3.1 Attachment A – Vendor Information

3.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged. It is acceptable and encouraged to include the questions below as a header in the proposal responses to ensure all questions are addressed in the response.

3.3 Staffing Capabilities and Qualifications

- a. Please provide an overview of your organization. Describe the staffing that will be used to meet the needs and expectations described in the RFP. Please be specific to how many staff will be present during the day and overnight and what their duties and responsibilities will entail.
- b. The proposer shall describe qualifications for staff who would be assigned to the project and indicate whether they are currently employed or specifically which positions need to be hired.
- c. Please provide information illustrating the administrative capabilities and structure of its agency (i.e. organizational chart) and how the program fits into existing agency operations.
- d. Please provide résumés of key staff and copies of licenses, if applicable, and a listing of the board of directors. These may be separate attachments.

3.4 Experience and Qualifications for the Proposed Program

- a. Include your agency's mission statement and discuss how this proposed program aligns with that mission.
- b. Describe the experience and qualification of your agency to provide the proposed program.
- c. Submit 2 - 3 letters of reference on letterhead. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated. [Reference checks may be conducted with these agencies and others in the community.]
- d. Please detail any relevant experience working with the target population outlined in this RFP.

3.5 Invoice and Payment Process

Provide written confirmation that you understand the invoice and payment process set forth within Section 2.8 this RFP.

3.6 Attachment B – Budget & Personnel Schedules

Download and complete the document titled Attachment B – Budget & Personnel Schedules. This document is required to be submitted as part of your RFP Response.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.7 **RFP Price Proposal**

Download and complete the document titled “RFP 121081 – Cost Proposal”. This Price Proposal is a separate document and is required to be completed and uploaded as a separate document from the RFP SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS RFP #121081 Document Response.