

DEL 10 25001
Day Treatment
Pre-Proposal Meeting

1. Question: Are the tethering costs paid for by the contractor?
Answer: Yes
2. Question: Would the contractor be responsible for drug testing kits?
Answer: Yes
3. Question: How many clients are expected to be served per term of the agreement? What is definition of the term of agreement?
Answer: It is expected that 12 unduplicated clients will be served each fiscal year.
4. Question: What is the time frame for services—6 months; 12 months?
Answer: There is no specified time frame for services. It depends on the youth's progress in the program.
5. Question: Do teachers have to be certified and do the credits earned have to be official credits?
Answer: Yes, teachers must be certified. Yes, credits must be official.
6. Question: What is considered Phase 2? What is the definition of Phase 1, Phase 2, Phase 3?
Answer: The phase language refers to intensity of contacts with the youth and family by the case manager and the tracker. All references to "phases" will be deleted from the template.
7. Question: Would you provide a listing of the free drug screen providers in the county?
Answer: The contractor is responsible for drug screens.
8. Question: If this service is currently being provided, would you disclose who the provider is?
Answer: The current provider is Holy Cross Children's Services.
9. Question: Please clarify who pays for respite.
Answer: The contractor is responsible for respite.

**DEL10-25001
RFQ Amendment**

DEL10-25001 RFQ shall be amended as follows:

Article I

In Section I., CONTRACTOR RESPONSIBILITIES, Item E., Services to be Delivered, Service #1 of 3, DAY TREATMENT, shall be amended as follows and all references to Phase, Phase 1, Phase 2 and Phase 3, shall be deleted.

Under DEFINITONS, the last bullet shall be:

- Services shall include: Education, vocational training, counseling, parent support, substance abuse prevention, recreation, enrichment activities, meals and transportation. Unless the youth is in respite, the youth will reside in the home of the parents.
 - m. Provide or arrange for parenting classes to all parents. These classes must be completed before the youth completes the Program.
2. Volume of Service

Clients – The estimated number of eligible clients to be served during the period of this Agreement shall be 36; 12 each fiscal year.

Article II

In Section I., CONTRACTOR RESPONSIBILITIES, Item E., Services to be Delivered, Service #2 of 3, YOUTH SURVEILLANCE, b. shall be amended as follows and all references to Phase, Phase 1, Phase 2 and Phase 3, shall be deleted.

- b. Provide training to youth on as needed basis during the provision of in-home services.
2. Volume of Service:

Clients – The estimated number of eligible clients to be served during the period of this Agreement shall be 36; 12 each fiscal year.

Article III

In Section I., CONTRACTOR RESPONSIBILITIES, Item E., Services to be Delivered, Service #3 of 3, In-HOME SERVICES, **DEFINITION** shall be amended as follows and all references to Phase 2 shall be deleted.

DEFINITION: Counseling, care management, monitoring, ancillary support and referral services for youth who successfully complete the day treatment component of the program and continue to reside in the home of the youth's family.

2. Volume of Service:

Clients – The estimated number of eligible clients to be served during the period of this Agreement shall be 36; 12 each fiscal year.

RFQ NOTIFICATION SHEET
Contracts and Rate Setting Division

State of Michigan
Department of Human Services

Notice of a request for quotations is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount: \$450,000 \$150,000.00 each fiscal year	ITB Number DHS DEL 10-25001
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Service Title:

Bid Description:
Genesee County Delinquency Day Treatment Contract to also include Youth Surveillance and In-home services.

Due Date For Response:
July 7, 2009 at 3:00 p.m.

Contact Person Name: Tawnya Stock	Phone #: (810) 760-2009
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E-Mail Address:
stockt@michigan.gov

REQUEST FOR QUOTE (RFQ)
Cover Sheet
Michigan Department of Human Services (DHS)

Contract/RFQ Number: **DEL 10-25001**

Bid Submission Due Date & Time: **July 7, 2009; 3:00 p.m.**

Geographic Area to be Served: **Genesee County**

Service Titles: **1. Day Treatment**
2. Youth Surveillance
3. In-home Services

Anticipated Contract Begin and End Dates: **October 1, 2009 to September 30, 2012**

Method of Reimbursement: **x Actual Cost Unit Rate**

Maximum Annual Contact Amount: **\$ 150,000 per year**

Issuing Office: Department of Human Services **Genesee County**

Contact Person: **Tawnya Stock**

Telephone #: **810-760-2009 Fax #: 810-760-2984**

Email Address: **stockt@michigan.gov**

Pre-proposal Conference: (Date, time, location) **June 22, 2009; 10:00 a.m. at 125 E. Union Street; 6th Floor; Flint, MI 48502**
(Please notify the contact person above if you plan on attending)

Bidder Questions Due Date & Time: **June 23, 2009 3:00 p.m.**

Submit 7 copies of the bid response and two (2) copies of the budget document, in a separate sealed envelope, to this address:

Genesee County

DHS Office

125 E. Union Street

Street Address

Flint,

City

MI

State

48502

Zip

Bidders must submit any **questions** regarding the content of this RFQ by email, fax, or surface mail. DHS staff are not allowed to respond to questions (regarding the content of the RFQ) that are telephoned in. Questions may be discussed verbally at the preproposal conference, if one is scheduled. DHS will compile all written questions and answers from the preproposal conference as well as written questions and post these as well as any other clarifications or revisions to the initial RFQ onto the DHS RFQ website. Interested bidders are advised to monitor the website on a daily basis.

Bidders must submit all **bid responses** either in person or by surface mail. Bid responses which are faxed or emailed will not be considered for award.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award.

To be considered, bid responses must arrive at the Issuing Office on or before the date and time specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder's fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority: P.A. 2080 of 1939.	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
Completion: Mandatory.	
Penalty: Contract Invalid	

BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bidder Response
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bidder Response

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Genesee.

B. Location of Services to be Delivered

The Contractor shall provide services described herein in facilities located at:

To be determined.

C. Client Eligibility Criteria

1. Definition of Eligibility (normally by funding source or program standards).

1. P.A. 150 State wards and probate court wards under DHS supervision who are recommended for a community-based, family-focused program, as an alternative to out-of-home placement.
2. P.A. 150 State wards and probate court wards under DHS supervision who are in an out-of-home placement and are recommended for an accelerated return to the community.

2. Determination of Eligibility

DHS determines eligibility

D. Credentials and Employee Clearances

The Contractor shall assure that appropriately credentialed or trained staff shall perform functions under this Agreement.

Supervisors shall possess one of the following: (1) A master's degree in social work and one year of experience as a social service worker. (2) A master's degree in sociology, psychology, or guidance and counseling and two years of experience as a social service worker. (3) A bachelor's degree in sociology, psychology, social work, or guidance and counseling and four years of experience as a social service worker in a child care organization. Two years of the four years of experience shall be in a child placing licensed by DHS.

Workers shall possess one of the following: a bachelor's degree with a major in sociology, psychology, social work, or guidance and counseling or a master's degree in sociology psychology, social work or guidance and counseling. This worker shall also have two (2) years of post degree professional experience in working with delinquent youth.

Employee Clearances

As a condition of this Agreement, the Contractor certifies that the Contractor shall, prior to any individual performing work under this Agreement, conduct or cause to be conducted for each new employee, employee, subcontractor, subcontractor employee or volunteer who works directly with:

- a. clients under this Agreement, or who has access to client information, an Internet Criminal History Access Tool (ICHAT) check and a National and State Sex Offender Registry check.

Information about ICHAT can be found at <http://apps.michigan.gov/ichat>.

The Michigan Public Sex Offender Registry web address is <http://www.mipsor.state.mi.us>.

The National Sex Offender Public Website address is <http://www.nsopw.gov>.

- b. children under this Agreement, a Central Registry (CR) check.

Information about CR can be found at http://www.mi.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html.

The Contractor shall require each employee, subcontractor, subcontractor employee or volunteer who works directly with clients or who has access to client information, under this Agreement to timely notify the Contractor in writing of criminal convictions (felony or misdemeanor) and/or pending felony charges or placement on the Central Registry as a perpetrator.

Additionally, the Contractor shall require each new employee, employee, subcontractor, subcontractor employee or volunteer who works directly with clients under this Agreement or who has access to client information and who has not resided or lived in Michigan for each of the previous ten (10) years to sign a waiver attesting to the fact that they have never been convicted of a felony or identified as a perpetrator, or if they have, the nature and recency of the felony.

The Contractor further certifies that the Contractor shall not submit claims for or assign to duties under this Agreement, any employee, subcontractor,

subcontractor employee, or volunteer based on a determination by the Contractor that the results of a positive ICHAT and/or a CR response or reported criminal felony conviction or perpetrator identification make the individual ineligible to provide the services.

The Contractor must have a written policy describing the criteria on which its determinations shall be made and must document the basis for each determination. The Contractor may consider the recency and type of crime when making a determination. Failure to comply with this provision may be cause for immediate cancellation of this Agreement. In addition, the Contractor must further have a written policy regarding acceptable screening practices of new staff members and volunteers who have direct access to clients and/or client's personal information, which serve to protect the organization and its clients that is clearly defined. The Contractor must also assure that any subcontractors have both of these written policies.

If DHS determines that an individual provided services under this Agreement for any period prior to completion of the required checks as described above, DHS may require repayment of that individual's salary, fringe benefits, and all related costs of employment for the period that the required checks had not been completed.

E. Services to be Delivered

Service #1 of 1: Day Treatment

1. Activities the Contractor shall Perform:

DEFINITIONS:

- Individual counseling is defined as guidance based upon established and recognized counseling methods, focused on resolving those problems that contribute to or are a consequence of delinquent behavior or are problems which act as barriers to achieving prescribed goals and outcomes.
- Family counseling is defined as guidance offered to a family, based upon established and recognized counseling methods, focused on resolving those problems that contribute to or are a consequence of the breakdown of parental and/or family relationships.
- Group counseling is defined as guidance offered to clients and/or families based upon established and recognized counseling methods to resolve problems that contribute to or are a consequence of

delinquent behavior or are problems which act as barriers to achieving prescribed goals and outcomes.

- Day Treatment is defined as services provided for delinquent youth at a specified site in structured activities for a period of twelve hours each day, Monday - Friday, 7:00 am - 7:00 pm and 6 hours (11:00 am - 5:00 pm) on Saturday and Sunday.
- Services shall include: Education, vocational training, counseling, parent support, substance abuse prevention, recreation, enrichment activities, meals and transportation. Unless a youth is in Phase 1 or in respite care, the youth will reside in the home of the parents during the day treatment phase of the program.

The Contractor shall:

- a. Accept all referrals from DHS, and contact the youth and family within three days of the referral. Arrange a meeting with the program supervisor, referring probation officer, parent(s), and youth to finalize agreements, plans, roles and responsibilities of each participant in the program. Give each client and parent(s) a program brochure detailing the necessary information regarding the program and their responsibilities to the program.
- b. Prior to their participation in the program, obtain a contract signed by the parent(s), client and the program director agreeing to the stipulations and requirements of the program.
- c. Conduct an initial assessment which identifies economic, familial, psychological and cognitive barriers which contribute to or are a consequence of delinquent behavior.

The initial assessment shall include:

- 1) Completion of the Department's risk assessment and needs assessment profile for each youth;
- 2) A determination that the youth can be returned to the home of the parents without placing the youth in an abusive setting and/or jeopardizing community safety;
- 3) A determination that the parents can provide the necessary structure and support;
- 4) The identifying information on the youth and family members;

- 5) The family social history;
 - 6) The youth's presenting and primary problems;
 - 7) The youth's living arrangements during the previous six months;
 - 8) A determination of reconciliation and/or reunification with the family;
 - 9) The youth's ability to participate in program services;
 - 10) The youth's education and employment history;
 - 11) The youth's previous or current involvement with the legal system and/or human service agencies;
 - 12) The youth's medical or health needs.
- d. Within thirty (30) days, develop a case plan which shall include specific goals, action steps, and time frames which address the problems and barriers to achieving prescribed goals and outcomes. At a minimum, the case plan shall include:
- 1) A long-range placement plan;
 - 2) An educational and/or employment plan;
 - 3) A health/medical plan;
 - 4) Anticipated length of stay in the program;
 - 5) A family reconciliation/reunification plan;
 - 6) The youth's prognosis for successful program completion and avoiding further court or police contact;
 - 7) Specific goals and requirements for program completion.
- e. Within thirty (30) days following case closure, complete a termination summary which addresses the following:
- 1) A synopsis of the identified problems and whether the problems were resolved, alleviated, or unresolved;
 - 2) The youth's investment in the program;

- 3) The goals and action steps identified for each treatment plan with a summary of the youth's attainment of the goals;
 - 4) Parent participation;
 - 5) Family functioning;
 - 6) The prognosis that the youth will avoid further delinquent behavior.
- f. Provide services according to the daily classroom and activity schedule:

Daily Classroom and Activity Schedule

Hours Monday – Friday:

7:00 a.m. – 8:00 a.m.	Transportation
8:00 a.m. – 9:00 a.m.	Exercise and Breakfast
9:00 a.m. – 12:00 p.m.	Classroom Instruction
12:00 p.m. – 12:30 p.m.	Lunch
12:30 p.m. - 2:30 p.m.	Classroom Instruction
2:30 p.m. – 3:30 p.m.	Recreation
3:30 p.m. – 5:00 p.m.	Group Therapy Session
5:00 p.m. – 6:00 p.m.	Dinner
6:00 p.m. – 7:00 p.m.	Group Work/Ancillary Services Family Therapy Sessions Parent Training Family Workshops
7:00 p.m. – 8:00 p.m.	Transportation
8:00 p.m. - 7:00 a.m.	Family Treatment Team, On-Call

Hours Saturday/Sunday

11:00 a.m. – 12:00 p.m.	Transportation
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 5:00 p.m.	Group Work/Ancillary Services Structured Group Activities

5:00 p.m. – 6:00 p.m. Transportation
6:00 p.m. – 7:00 a.m. (Monday) Family Treatment Team, On-Call

- g. Provide transportation for each client to and from the day treatment program. Transportation for parents involved in day treatment activities shall be decided on an as-needed basis.
- h. Provide three meals a day, Monday through Friday, to each youth included in the program. Lunch shall be provided on Saturdays and Sundays. The meals shall be prepared and served by detention personnel.
- i. Provide a year-long, five-day-a-week, alternative education program.

The school program shall include:

- 1) An educational assessment (including an IEPC);
 - 2) Testing as needed;
 - 3) Involvement by the parents;
 - 4) Twice-a-week conferences with program staff and once-a-month conferences with parents;
 - 5) Access to vocational and special education services;
 - 6) A full-time alternative education teacher;
 - 7) Books and materials for a full school program;
 - 8) One-on-one tutoring;
 - 9) Placement into appropriate base schools after completion of Phase 2;
 - 10) A six-week summer school program.
- j. Provide or arrange for recreational activities, two hours a day, Monday through Friday. Activities shall include: sports, physical exercise, board games, field trips to museums, libraries and other cultural events.
 - k. Provide or arrange for support services to parents to help them in day-to-day activities that enhance their quality of life. These services shall include budgeting, child care, housekeeping, employment skills and access emergency services.
 - l. Provide or arrange for each parent to become involved in parent support groups which shall be held once a week. Each parent shall be required to be involved with these groups.
 - m. Provide or arrange for parenting classes to all parents. These classes must be completed prior to the start of Phase 3.

- n. Provide or arrange for each client a comprehensive employment component that includes career exploration, vocational training, on-the-job training, and job placement. Many of these services shall be provided by the court's employment specialist.
- o. Provide or arrange for an extensive sex offender counseling program for all clients who need such service. This shall include a sex offender assessment and ongoing group counseling.

Services shall include two family sessions, three individual sessions, and one testing session using assessment instruments accepted by the National Task Force on Juvenile Sexual Offenders.

- p. Arrange for mental health counseling and services to all clients who need such service. This shall include assessment, counseling, emergency psychiatric care, and short respite. This service shall be coordinated by the program supervisor but be provided by the local Community Mental Health agency.
- q. Provide or arrange for short-term respite care, either in foster care or in detention for clients who need such a service and where such a service shall increase their likelihood of completing the program and preventing an out-of-home placement. The court's foster care program and detention facility shall provide such care. Any respite care must be approved by the program supervisor and covered by court order.
- r. Provide a wide range of incentives, reinforces, and sanctions for clients. These incentives and/or sanctions shall be approved by the program supervisor and coordinated with the treatment plan.
- s. Provide or arrange for a variety of weekend activities and programming geared toward enhancing relationships with clients and their families and peers.

Activities shall include:

- 1) Family outings to the beach, sporting events, local colleges, and other local and statewide areas of interest to families and youth.
- 2) Involvement in a ropes or challenge course activity.
- 3) Cultural excursions to concerts, museums, art galleries, and plays.
- 4) Family camp-outs and retreats.

- 5) Family pot-lucks where each family brings a special dish to pass.
- 6) Family gym days with food, recreation, games, and other family activities.
- 7) Family forums where topics of relevance and interest are presented by speakers, and videos.
- 8) Discovery weekends - two-day family retreats which extend the activities of the typical family weekend and offers greater opportunity for relationship building and bonding activities and experiences.
- 9) Day treatment banquet - a day of sharing, recognition, and acknowledgment for youth and parents by the program staff and other interested parties.
- 10) Day treatment family support network - a cadre of parents and/or families who have been involved with the program and are asked to come back and share experiences that become a support and inspiration to current participants in the program.

2. Volume of Service

Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be: 12

Counseling

- a. Unit Title: Counseling Services
- b. Unit Definition(s): one unit equals one hour of counseling services.
- c. Units - The estimated number of units to be provided during the term of the Agreement shall be: 2880

From the total amount, the estimated units that may be expended during the following period is:

<u>Fiscal Year</u>	<u>Estimated Number of Units</u>
October 1, 2009 through September 30, 2010	960
October 1, 2010 through September 30, 2011	960
October 1, 2011 through September 30, 2012	960

Day Treatment

- a. Clients - The estimated number of unduplicated eligible clients to be served during the period of this Agreement shall be: 12
- b. Unit Title: Day Treatment Services
Unit Definition(s): one unit equals one day of Day Treatment services provided to a youth in the program.
- c. Units - The estimated number of units to be provided during the term of the Agreement shall be: 6,552

From the total amount, the estimated units that may be expended during the following period is:

<u>Fiscal Year</u>	<u>Estimated Number of Units</u>
October 1, 2009 through September 30, 2010	2,184
October 1, 2010 through September 30, 2011	2,184
October 1, 2011 through September 30, 2012	2,184

Service #2 of 3: YOUTH SURVEILLANCE (SURVEILLANCE)

DEFINITION: Youth Surveillance refers to intensive monitoring of the youth during the times the youth is away from the Day Treatment program. Youth Surveillance may be accomplished through:

In-person contact;
Telephone verification;
Collateral contacts - parents, school, job site, drug testing;
Electronic tethering.

The intensity of the Youth Surveillance shall be determined by the risk to public safety, the cooperation of the parents, the trust level engendered by the youth, the length of time in the program and the progress the youth is making toward treatment goals.

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Provide in-person monitoring by home detention monitors from 7:00 pm - 11:00 pm, Monday - Friday, and from 12:00 pm - 11:00 pm on Saturday and Sunday. Unless otherwise stipulated, each client shall

receive an in-person contact every day of the week while in Phase 2 (Day Treatment Program).

- b. Provide training to youth on as-needed basis while in Phase 3 (in-home services).
- c. Assign a home detention monitor to be on-call for emergencies and periodic checks during non-Youth Surveillance hours.
- d. Test specific clients for drug and alcohol use and abuse (urinalysis). This shall take place on any phase of the program as determined by the program supervisor. The court shall purchase drug testing kits similar to those used by other court programs.
- e. Discuss and determine, at weekly staff meetings, the type of Youth Surveillance and the level or intensity of the Youth Surveillance; include in the treatment plan. The types of Youth Surveillance include face-to-face collateral telephone verification and electronic tethering. Youth Surveillance may occur whenever the youth is away from program supervision.
- f. Use electronic tethering for particularly difficult youth who require continuous monitoring.
- g. Provide Youth Surveillance at a level appropriate for the youth, seven days a week.
- h. Provide on-call monitoring coverage for emergencies and periodic checks, 24-hours a day, seven days a week.

2. Volume of Service

- a. Clients - The estimated number of unduplicated eligible clients to be served during the period of this Agreement shall be: 12
- b. Unit Title: Youth Surveillance
Unit Definition(s): one unit equals one day of Youth Surveillance service to a client, or with a collateral source. OR

One unit equals one day of electronic surveillance (if electronic tethering is used).
- c. Units - The estimated number of units to be provided during the term of the Agreement shall be: 6552

From the total amount, the estimated units that may be expended during the following period is:

<u>Fiscal Year</u>	<u>Estimated Number of Units</u>
October 1, 2009 through September 30, 2010	2,184
October 1, 2010 through September 30, 2011	2,184
October 1, 2011 through September 30, 2012	2,184

Service #3 of 3: IN-HOME SERVICES

DEFINITION: Counseling, care management, monitoring, ancillary support and referral services for youth who successfully complete the day treatment component (Phase 2) of the program and continue to reside in the home of the youth's family.

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Schedule review hearings at probate court every three months to review the status of the client.
- b. Meet weekly with program staff to discuss issues specific to the program and individual cases. This includes level changes, detention admissions, problems and concerns and changes in the treatment plan.
- c. Monitor, assess and provide assistance as needed in regard to education, employment, family functioning behavior and health in order to maintain the youth in the home of the parents.
- d. Supervise the placement of the client in the home on a regular basis. As indicated in the treatment plan, assist in establishing curfews, house rules and other probationary expectations with the involvement of the parents.
- e. Contact parents on a regular basis to discuss all issues involving their child. Encourage parents to continue to participate in program services.
- f. Schedule counseling sessions on a regular basis as determined in the treatment plan.

2. Volume of Service

- a. Clients - The estimated number of unduplicated eligible clients to be served during the period of this Agreement shall be: 12
- b. Unit Title: In-Home Services
Unit Definition(s): one unit equals one day of In-Home services as defined under "Activities the Contractor shall Perform", Service #3.
- c. Units - The estimated number of units to be provided during the term of the Agreement shall be: 1224

From the total amount, the estimated units that may be expended during the following period is:

<u>Fiscal Year</u>	<u>Estimated Number of Units</u>
October 1, 2009 through September 30, 2010	408
October 1, 2010 through September 30, 2011	408
October 1, 2011 through September 30, 2012	408

REQUEST FOR QUOTE - RATING CRITERIA

The total maximum number of points that a bid can receive equals 100 points. The maximum number of points for each of the four categories is as follows:

I.	Bidder's Experience/Qualifications	30 points
II.	Program Implementation (Work Plan)	30 points
III.	Availability/Accessibility	20 points
IV.	Fiscal Resource Allocation	20 points

Total points available:	100 points
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I. Bidder's Experience/Qualifications

A. Agency

1. Has bidder ever performed these or similar services comparable to the services being bid for DHS or another purchaser?

Considerations:

- How recently were services provided and for what duration?
- Were there previous contracts with DHS?
- Were the principle characteristics of target population serviced comparable and relevant to the services being bid?
- Has the bidder documented successful outcomes for clients as a result of services provided?

2. To what degree is experience with other similar services relevant to the service(s) being bid?

3. Has the bidder demonstrated the ability to collaborate with, or otherwise utilize, relevant community system resources to enhance outcomes for clients:

B. Staff

1. Do the position descriptions indicate that direct service staff possess educational credentials, knowledge, skills, attributes, and other characteristics that qualify them to provide these services?

Considerations:

- Length of experience
 - Similarity of experience to services to be required
 - Are salary schedules commensurate with job descriptions and requirements?
2. Does the bidder describe an acceptable level and structure for supervision with regard to the following?
- Amount of supervisory time dedicated to this project.
 - Number of staff and programs for which each supervisor is responsible.
 - Availability of supervisor for emergencies and during non-traditional hours (where appropriate).

Considerations:

- Length of experience
 - Length of supervisory experience
 - Similarity of experience to services to be required.
 - Is supervisory staff required to have an appropriate level of direct care experience?
3. Does the bidder have management and administrative support personnel sufficient to produce a satisfactory level of performance?

Considerations:

- Similarity of direct experience to services to be required.
- Length of experience.
- Is there a sufficient number of management and administrative support personnel adequate to produce a satisfactory level of performance?
- Will the service provided correspond to DHS' needs?
- Does current management and administrative staff have appropriate previous work experience in human service administration?

C. Education and Training

1. Are educational requirements appropriate for each of the following types of staff?
- Direct Services
 - Supervisory

- Administrative
2. Is the bidder's training program for new staff acceptable with regard to the number of hours of training, and the training curriculum?
 3. Is the training scheduled in a manner that assures new staff will have appropriate skills prior to service delivery.
 4. Does the bidder provide an acceptable level of training for on-going staff with regard to frequency, number of hours, and determination of topics relevant to services and staff needs?

D. Performance ("Purchaser" may refer to DHS or other entities.)

1. Were the services monitored by the purchasing agency? Was there documentation provided in a monitoring report regarding quality of service?
2. Were the terms of the agreement(s) fulfilled satisfactorily? (Was objective, supportive, documentation from the purchaser provided?)
3. If not, did the bidder submit and implement a corrective action plan that met the needs of the purchaser?

II. Program Implementation (Work Plan)

A. Service Delivery

1. Does the bidder's work plan demonstrate an understanding of service objectives?
2. Does the bidder demonstrate ability to fully implement all aspects of the service design?
3. Is the work plan clear and detailed?
4. Does the work plan describe an approach that integrates service delivery to the client population in a way that assures achievement of goals for the client population?
5. Is the bidder's plan for addressing the needs of a diverse client population adequate with respect to:
 - Transportation needs
 - Client characteristics
 - Physical disabilities

- Language difficulties
 - Cultural concerns
6. If applicable, does the bidder describe an effective approach for notifying prospective clients of service availability? Has the bidder been responsible for notification of service availability in the past:
 - For this or other programs.
 - To a similar target population.
 7. Does the bidder describe an effective approach for attracting and maintaining a high degree of client participation and investment in the program?
 8. Does the proposal include documentation that past efforts at client engagement were successful?
 9. If the bidder is responsible for determination of client eligibility, is the process for determination appropriate, and does it include appropriate documentation?
 10. If the bidder is responsible for assessment of client needs, is the assessment process well defined and appropriate? Client centered? Does the bidder perform pre and post evaluative testing?
 11. Does the work plan demonstrate that the bidder will be able to make initial contact with clients within the required time period?
 12. If the bidder is responsible for the development of client treatment plans:
 - Is treatment plan development integrated with the assessment process?
 - Do clients participate in treatment plan development?
 - Does the bidder demonstrate that treatment plans will be individualized to the needs of each client/family?
 - Does the bidder provide documentation that they have a history of completing assessment and treatment plan development in a timely manner?
 13. Does the bidder demonstrate that treatment plans will help clients achieve the goals of the overall program?
 14. Does the bidder demonstrate successful collaborative working relationships with other relevant community systems by:

- Identifying resources within the community that are available to assist the family?
 - Does the bidder describe established formal and informal working relationships with relevant community agencies and staff? Was there documentation of ability to advocate and secure resources for clients?
15. Did the bidder demonstrate that past service contract and reporting deadlines were met?

B. Staffing

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does the bid response include appropriate position descriptions for executive/administrative staff, management/supervisory staff, direct-care-staff, and other supportive personnel?
3. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?
4. Does the bidder have an acceptable turnover rate for direct care staff?
5. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

III. Availability/Accessibility

- A. Does the bid response adequately describe how the bidder will identify the client population?
- B. Does the bidder have an adequate plan for informing eligible clients of the availability of their services? Is the bidder reasonably accessible to the client population during non-traditional service hours?
- C. Does the bid response adequately describe how bidder will provide outreach services?
- D. Is the bidder able to provide services at times when most clients can access them?
- E. Transportation
 - Is the bidder located close to public transportation?

- . Is the bidder's plan for arranging/providing client transportation feasible and appropriate?
- F. Does the bidder make adequate provision for client transportation needs?
- G. Are the bidder's facilities and services easily accessible to clients with disabilities?
- H. Is the facility large enough to meet the demand for services in the geographic area?
- I. Is the bidder's plan for addressing client language barriers feasible and appropriate?
- J. Does the bidder have an appropriate plan for serving clients with physical disabilities?

IV. Fiscal Resource Allocation

- A. Does the bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout the life of the agreement (including staffing, communication, resources, and the described facility [both location and size])?
- B. Is supervisory and administrative support adequate with respect to:
- . Consultation
 - . Back-up
 - . Span of control
- C. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and narrative portions of the bid response?
- D. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement?
- E. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- F. Does the proposal specifically identify what resources the bidder has available and how it will utilize (all) those resources to facilitate 24/07/365 accessibility (i.e., staffing allocation; communication; transportation, community contacts, etc.)?

- G. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?
- H. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently?
- I. Has the bidder documented sufficient match to meet state and/or federal requirements?
- J. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?
- K. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?

V. Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date and time specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
- 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
- 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages, if any are noted. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name:

2. Bidder Mailing Address:

Bidder E-mail Address:

Bidder Fax Number:

3. Bidder Mail Code: (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

private, non-profit

private, proprietary

public

university

5. Bidder's fiscal year begin date: (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number/Email)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

I. Bidder's Experience/Qualifications

A. Agency

1. Describe these or similar services comparable to the services being bid for DHS or another purchaser. Please include the following:
 - Dates and duration of service provided.
 - Brief description of service(s) provided.
 - List all contracts with DHS that have been in place within the past 5 years.
 - Principle characteristics of the target population for whom the service was provided.
 - Documentation of successful outcomes for clients as a result of services provided.
 - If similar service, describe degree of similarity and how this service qualifies your agency to provide this service to DHS.
 - Name, email address, and telephone number of a contact person for each individual or agency for whom service was provided.
2. Describe how your agency successfully collaborates with other relevant community systems working to improve outcomes in the community for the targeted population in the RFQ.
3. Provide a list of all contracts with DHS that have been in place for the past five years.
4. Provide addresses of location(s) where the bidder will provide the proposed service(s)

B. Staff

1. Provide job descriptions for all positions charged in the price quotation that indicate staff possess the educational credentials, knowledge, skills, abilities and other characteristics that qualify them to provide proposed services. Please include the following:
 - Length of experience needed.
 - Similarity of staff experience in the area of the proposed services.
 - For each job description provide a salary schedule including all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.

2. Provide resumes for any current staff charged in the price quotation that indicate these specific staff possess the educational credentials, knowledge, skills abilities and other characteristics that qualify them to provide proposed services.
3. Complete the staffing allocations and qualifications form, CM-011, Bidder Response: Staffing Allocations and Qualifications at http://www.michigan.gov/documents/CM-0011_162116_7.doc
 - Titles used in this attachment must match titles used elsewhere in narrative.
 - For each position, list the number of hours and number of weeks to be committed to the services being bid.
4. Describe your agency's supervision structure and plan with regard to the following:
 - Amount of supervisory time dedicated to this project.
 - Number of staff and programs for which each supervisor is responsible.
 - Availability of supervisor for emergencies and during non-traditional hours (where appropriate).
 - Supervision plan for direct care staff.
 - If any, supervision plan for staff team.
5. For your agency's supervision staff, provide the following:
 - Length of experience in direct service provision in proposed or similar services.
 - Length of supervisory experience.

C. Education / Training

1. Describe your agency's training program for new staff. Include the number of hours of training, and the training curriculum. Explain how new staff training equips staff for the provision of proposed services.
2. Describe your agency's level of training for on-going staff with regard to frequency, number of hours, and determination of topics relevant to services and staff needs. Explain how on-going training equips existing staff for the provision of proposed services.

D. Performance ("Purchaser" may refer to DHS or other entities.)

1. Provide previous monitoring reports for this or similar service purchased by DHS or others.
2. Provide any corrective action plans with documentation of implementation and proof that purchaser was satisfied by the corrective actions taken.
3. If no previous monitoring reports, provide concrete, objective evidence that the purchaser of this or similar services was satisfied.

II. Work Plan (Program Implementation)

A. Service Delivery

1. In narrative form, please describe how you would implement the program described by DHS.
 - Program Implementation
 - Once the contract is awarded, describe how long it will be before your agency will be able to provide service (Please be specific, e.g. 30 days, 45 days, etc.)
 - Describe the methodology used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.
 - Describe the manner in which your agency will interact with the following organizations involved with the client's plan of treatment: Court, DHS, and other agencies.
 - Target Population

Describe the needs and strengths of the targeted population and its impact on service delivery. Include how your service delivery is tailored to respond specifically to the client population with respect to:

 - Transportation needs.
 - Client characteristics.
 - Physical disabilities.
 - Language difficulties.
 - Cultural concerns.
 - Other.
 - Work Plan
 - Provide a description of how the specified service(s) would be provided to client(s).
 - Include each step, process or activity a typical client(s) would encounter in successfully completing this service, and how these steps contribute to client goal achievement, and program success.

- Include evidence of your ability to meet time frames required in the RFQ. If no required time frames, indicate anticipated time frames, with rationale for them.
 - Include a program flow chart if desired.
 - Include the total anticipated duration of service for each client, the frequency of contacts, and time spent with client during each contact.
2. If applicable, describe your agency's approach to notifying prospective clients of service availability. Describe past efforts for notification of this or similar service availability to a similar target population. Provide documentation that such efforts were successful in attracting the number of clients targeted to be served.
 3. Describe how your agency will attract and maintain a high degree of client participation, engagement, and investment in the program. Provide documentation that past efforts to engage clients were successful. Include agency's ability and plan to provide this service during non-traditional service hours.
 4. If applicable, describe your agency's method for determining client eligibility.
 5. Describe your agency's method for determining client assessment. Please include any formal tools or methods used.
 6. If applicable, provide a description of how the treatment plan is developed, including a sample treatment plan based on common characteristics of the targeted population. Explain how the treatment plan contributes to client's achievement of the client's individual goals and to the goals of the overall program.
 7. Describe how the agency collaborates with other relevant community systems and resources through:
 - Identifying resources within the community that are available to assist the family.
 - Connecting the family to those identified resources.
 - Advocating with the client for needed services or resources.
 8. Documentation and timeliness of Reports
 - Provide procedures in-place to meet service contacts and reporting deadlines.
 - Describe your procedures for case review of reports.

- Document your success in the past at meeting service contacts and reporting deadlines in this or in similar services provided.

9. Continuation of Service Plan

- Describe your agency's plan for continuation of service when staff turnover occurs.

B. Staffing

1. Provide organizational chart that includes proposed service, making sure that position titles match title designations in bid and budget.
2. Provide your agency's plan for staff screening in regard to criminal record checks and central registry clearance for employees who will have any direct contact with children.
3. Turnover Rate
 - Using the matrix and formula below, provide your agency's turnover rate for the listed job categories for the past three years:

FORMULA
$$\frac{\text{Total \# of those who left over period X 100}}{\text{Average total \# employed over same period}}$$

Category	2006	2007	2008
Managerial/Supervisory			
Direct Service			
Total staff (including support)			

The total # of leavers includes all leavers: voluntarily, involuntarily due to dismissal, retirement, etc.

Example: *In 2006, in an organization with a total staff of 47 employees, 5 employees leave. The total number of leavers then is 5, which when multiplied by 100 equals 500. This is divided by the average total number employed for this period of time (45), which results in an 11% turnover rate for total staff.*

- Provide commentary regarding your agency's turnover rate
 - Explanation of past turnover rate.
 - Anticipated future turnover rate.
- Describe systems in place to encourage staff retention.

III. Availability/Accessibility

- A. Specify your agency's normal hours of operation.
- B. Indicate your agency's ability and willingness to provide additional hours at other times or days if necessary.
- C. If required, describe how your agency would provide 24/7/365 accessibility to clients. (i.e., staffing allocation, communication, transportation, etc.) Be sure to include whether the client has access after hours to their identified worker.
- D. Identify each location where services will be provided. Include the street address, city, and zip codes for all locations.
- E. Using Attachment C (Availability/Accessibility to Clients) identify your agency's location in relation to public access.
- F. Describe your agency's plan for arranging and/or providing client transportation.
- G. Describe your agency's ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description.
- H. Describe your agency's ability to respond to crisis situations.
- I. Do your agency's facilities and services allow/encourage participation by clients with disabilities? Are facilities accessible by wheelchair? Are restrooms accessible, etc.?
- J. Describe the size of your facilities and how that impacts your agency's ability to meet the demand for services in the geographic service area.
- K. Describe your agency's process for addressing client language barriers.

IV. Budget Completion/Fiscal Resource Allocation

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

Budget Narrative

Use the attached template, Resource Grid (CM-0043) www.michigan.gov/documents/CM-0043_162118_7.doc to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

PRICE QUOTATION
Michigan Department of Human Services

BIDDER NAME:

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1 (Name of Service): **Day Treatment**

a. Unit Definition:
Counseling: One unit equals one hour of counseling services. Day Treatment: one unit equals one day of Day Treatment services provided to a youth in the program

b. Price per unit of service: _____/unit

Service #2 (Name of Service) (if applicable): **Youth Surveillance**

a. Unit Definition:
One unit equals one day of Youth Surveillance service to a client, or with a collateral source. Or, one unit equals one day of electronic surveillance (if electronic tethering is used).

b. Price per unit of service: _____/unit

Service #3 (Name of Service) (if applicable): **In-home Services**

a. Unit Definition:
As defined in service #3, provisions a. through f.

b. Price per unit of service: _____/unit

Service #4 (Name of Service) (if applicable):

a. Unit Definition:

b. Price per unit of service: _____/unit

Bidder: Submit this form in a separate envelope with the budget. Complete only if bidding on a multiple service unit rate contract.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, sexual orientation, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS
Michigan Department of Human Services

Bidder Name (1)	
County	Type of Service

CATEGORY	POSITIONS/TITLES (3)	RATE/ HOUR	HOURS/ WEEK <small>(providing this service solely)</small>	# OF WEEKS	QUALIFICATIONS
(2) MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

- (1) Please provide information on staffing only for services to be provided for the request for quote/contract.
- (2) Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, place the position in whatever category the bulk of the individual's time will be spent.
- (3) Use same titles in narrative as on this page.

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RESOURCE GRID
MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Miscellaneous	

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Availability/Accessibility To Clients
Michigan Department of Human Services

PLEASE CHECK THE BOX THAT MOST CLOSELY DESCRIBES YOUR AGENCY'S LOCATION IN RELATION TO PUBLIC ACCESS.	
Within 0 – 1 block of public transportation	<input type="checkbox"/>
Within 1 – 2 blocks of public transportation	<input type="checkbox"/>
Within 2 – 3 blocks of public transportation	<input type="checkbox"/>
Greater than 3 blocks from public transportation	<input type="checkbox"/>
Are your facilities easily accessible to clients with disabilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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