



LA CROSSE COUNTY

Human Services Department

300 4th Street North
La Crosse, WI 54601-3228
Reception: (608) 784-4357 Fax: (608) 793-6567
Web site: www.co-la-crosse.wi.us

August 21, 2020

Dear Human Services Provider:

PLEASE READ THIS COVER LETTER CAREFULLY BEFORE COMPLETING THE PACKET!!

Attached is a packet of information with numerous forms for contracting with La Crosse County Human Services in 2021.

Also attached is the estimated # of units that we anticipate purchasing from you for each contracted service in 2021. These units are in no way a guarantee, but should be used as a tool in preparing your budget. They reflect a projection of utilization by our section managers as to whether there will be an increase, decrease, or the same utilization for next year.

If there are questions regarding the # of units, or you feel there may be significant discrepancies in the amount of units estimated, please contact Paul Medinger by e-mail at pmedinger@lacrossecounty.org.

Unless otherwise negotiated, your agency will be expected to enter in to a 3-year contract with our agency that, if applicable, include annual increases based on each year's July Consumer Price Index for Urban Regions (CPI-U). These changes in rates are limited to no lower than 0% and no higher than 3%.

If you will NOT be asking for an increase in rates for 2021, you will NOT be required to fill out a budget request form. You will only be required to sign the enclosed spreadsheet with the name of your organization that lists 2021 rates and estimated units on it and mail it back indicating that you agree to those rates. **If you will be asking for an increase in rates, you will be required to fill out the budget request form.**

The required materials, as outlined on the Checklist of Items to be returned, should be returned to the La Crosse County Human Services Department by **September 7th, 2020**. If they are not received by our agency by the due date, or an extension date is not met, our department may not be able to contract with your agency for 2021. *Please send these completed materials to Paul Medinger, La Crosse County Human Services, PO Box 4002, La Crosse, WI 54602-4002 or via email at pmedinger@lacrossecounty.org.* Email is preferred.

The budget request form contains enough space for two programs. If you have more than two programs that you contract with Human Services for, please make copies. Also, the budget forms should not be filled out for programs where you would be reimbursed retail rates. If you would like to download any of these documents from our website, please visit www.co.lacrosse.wi.us/HumanServices; scroll down to the bottom where it says “Vendor Information>>” and click on that. Scroll down until you get to Budget Packet Information; then pick the document you would like to download.

Services that are a part of current or upcoming Requests for Proposals in 2021 are not a part of this budget packet.

Our intent is to have all 2021 contracts completed prior to January 1, 2021. If you have not heard from anyone in our Department by November 1, 2020 in regard to your 2021 proposal, please contact Paul Medinger at pmedinger@lacrossecounty.org.

QUESTIONS:

If you have any questions or would need an extension for completing the forms enclosed please email Paul Medinger at pmedinger@lacrossecounty.org.

BACKGROUND CHECKS:

Providers shall ensure they comply with the provisions of HFS 12, Wis. Admin Code. The expense of these shall not be billed to Human Services separately. It should be built into the unit rate submitted at this time.

INTERPRETERS:

Providers of services, not goods, are required by contract to sign a Letter of Assurance for Civil Rights Compliance. This document requires providers of services to provide those services without discrimination, which means that they will need to provide an interpreter/translator at no separate cost to the client or the County. Plan and budget accordingly.

AUDITS:

Wisconsin Statutes 46.036(4) (c) requires that any Purchase of Service contract vendor with governmental revenue in excess of \$100,000 must provide the County with a certified financial and compliance audit report.

INSURANCE REQUIREMENTS:

Providers will at all times, during the terms of this contract, keep in force insurance policies issued by an insurance company authorized to do business and licensed in the State of Wisconsin. Unless otherwise specified in Wisconsin Statutes, the types of insurance coverage and minimum amounts shall be as follows:

- Workers' Compensation: minimum amount statutory
- Comprehensive general liability: \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Auto Liability (if applicable): \$1,000,000 per occurrence and in aggregate for bodily injury and property damage
- Professional Liability (if applicable): minimum amount \$500,000
- Excess Liability Coverage: \$1,000,000 over the General Liability and Automobile Liability Coverages.

Again, please plan and budget accordingly.

Thank you.

Sincerely,

Paul Medinger

Paul Medinger
Contract Coordinator
La Crosse County Human Services

Enclosures