



## LA CROSSE COUNTY

### Human Services Department

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

August 25, 2023

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 2024.

Also attached is the estimated # of units that we anticipate purchasing from you for each contracted service in 2024. 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](mailto: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 2024, 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 the rates and estimated units on it and email 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 should be returned to the La Crosse County Human Services Department by **September 14th, 2023**. **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 2024.** *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](mailto: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](http://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.

Note: Services that are a part of current or upcoming Requests for Proposals in 2023 are not a part of this budget packet. Rates that are set by the State will also be handled separately from this process.

Our intent is to have all 2024 contracts completed prior to January 1, 2024. If you have not heard from anyone in our Department by November 1, 2023 in regard to your 2024 proposal, please contact Paul Medinger at [pmedinger@lacrossecounty.org](mailto: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](mailto: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