

DATE 05/23/11

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles
DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF11-17 Foster Parent
Pre-Service Training and Home Study Approval

ADDENDUM #1

A number of questions were raised during the bidders' conference held on 5/19/11 for this RFP. The answers to those questions are below in blue:

1. When will the DELJIS check of prospective families be completed in the application process?

ANSWER: It is the goal of DSCYF to have the required initial DELJIS checks completed as early in the application process as possible. This check will be completed by DSCYF staff and WILL NOT be a responsibility of the contractor. However, the contractor will be responsible for facilitating the fingerprint process by referring the prospective family to the Delaware State Police with the appropriate paperwork.

2. Are bidder agencies required to be licensed as a child placing agency?

ANSWER: Contractors providing the services covered under this RFP are only required to have a Delaware Business License unless they are a non-profit agency which is then exempt from that requirement by Delaware Code.

3. How are bidders to propose billing for training classes and home studies?

ANSWER: Contractors are to include in their proposal the following billing structure:

TRAINING:

1. Fully loaded cost of a three (3) hour training session

As indicated on page 6 of the RFP bidders are free to propose **additional** billing structures for the training service based upon any proposed alternative training delivery models.

HOME STUDY:

1. Cost of a fully loaded completed home study
2. Hourly rate for an incomplete home study resulting from the variety of reason a family may disengage from the process. **A maximum of 3 hours may be billed for such an incomplete home study.**

4. Does the Attachment D Home Study document accurately reflect the responsibilities of the contractor?

ANSWER: Attachment D shows a list of typical requirements to be addressed as part of a home study. The reference to the DELJIS check has been removed as this is not the responsibility of the contractor. The modified Attachment D is as follows: DELJIS

DSCYF
Minimum Required Home Study Components Summary

Listed below is list of minimum requirements to be addressed as part of a complete home study. Please note other requirements may be proposed and negotiated at the time of contract production.

- Completed Foster Family or Adoptive Family Application
- Family Court Records check
- Physical Environment Checklist – to ensure space is available and home is safe and comply with approval requirements
- Information Waiver
- Facilitate Criminal Background Check – (send prospective family to state police office for fingerprinting)
- Completed Physical Form – must have a physical by a medical doctor
- Joint Assessment - In home visits with prospective family to jointly assess experience working with difficult behaviors, dealing with crisis, ability to seek out and community resources (minimum one in-home visit unannounced)
- Income Verification
- Obtain copy of Auto Insurance
- Obtain Copy of driver's license
- Obtain Signature on Confidentiality Pledge
- Check Professional References
- Check School Reference (if you have a child attending school)
- Check Personal References
- Obtain Signature on Foster Parent Agreement – outlines responsibilities
- Have completed the required W-9 Form state for reimbursement
- Have completed a Direct Deposit Authorization Form

5. Who will “approve” the family as a foster or adoptive family?

ANSWER: DFS will make a final approval decision based upon the recommendation provided to DFS by the contractor.

All other terms and conditions remain the same.

If you have any questions, please contact me at 302-633-2701 or Herbert.Bolles@state.de.us