

09/12/12

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles
DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF12-07 Family Assessment and Intervention Response (FAIR)

ADDENDUM #2

The following is a list of questions and answers received from potential bidders.

Question: Of the 650 calls that are indicated in the documents that were posted – what do you anticipate the number of referrals to the community provider may be; would 300 be an appropriate estimate?

Answer: Because the Family Assessment and Intervention Response is a new approach to Delaware child protective services, it is difficult to pinpoint a specific number of referrals. However, the figure of 300 referred cases annually is a reasonable assumption for preparing your proposal.

Question: Can you speak more to the types of cases which would NOT be referred to the provider under the new FAIR program?

Answer: The 650 cases number indicated the number of substantiated cases for children 13 and over in FY11. Reported cases that statutorily require multi-disciplinary investigation (civil and criminal investigations) will not be referred to the Contractor. Generally, those cases will include physical and sexual abuse and more serious types of neglect such as life threatening medical neglect and abandonment. Also, new reports on cases already active in Treatment will not be referred.

Question: Can you please describe the caseload of the average Division of Family Services (DFS) investigation worker?

Answer: The average DFS investigation worker should be able to complete 100-110 investigations per year with a 45 calendar day completion timeframe. Please keep in mind the average DFS case is open on average for 45 days while under the new FAIR program it is anticipated that the cases will be open as described in the following excerpt from the RFP:

“It is anticipated that two-thirds of the families will require Level I services during the initial assessment and intervention period (40 to 60 days). Up to one-third may require Level II services (both Levels are discussed below). The service provider is expected to build the capacity of the family to access and participate in needed services in the community.”

Question: For purposes of preparing budgets we were not clear on the total dollars for the first 9 month budget versus an annual budget: Is the first 9 month budget for the total \$750,000, to be followed by a one year budget that would allocate the \$750,000 over a 12 month period?

Answer: The initial 9 month contract(s) will likely not be funded for the full \$750,000, but DSCYF will consider proposals with initial reasonable start up costs (see question on page #2 in Addendum #1 to this RFP). Please clearly identify which costs are one-time start up cost. The full 12 month budget is funded at \$750,000.

All other terms and conditions remain the same.

If you have any questions, please contact H. Ryan Bolles at 302-633-2701 or herbert.bolles@state.de.us