

08/31/12

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 #1

The following is a list of questions and answers resulting from the bidders' conference on 8/24/12. Also, multiple statistical documents have been posted for your review.

Question: Is there a specific Model for this program?

Answer: There are various models; some where a state internally manages its cases, some that have jointly managed cases and at least one state (Nevada) that uses contractual services.

Question: Does the expected population include anyone besides adolescents?

Answer: Only adolescents are being targeted at this time due to the limited budget.

Question: How many adolescents does DSCYF anticipate being referred to the FAIR program?

What is your top type/allegation for these adolescents?

Answer: DSCYF approximates 650 adolescents will be referred. Please see the posted table containing data on "Accepted Hotline" calls.

Question: The RFP mentions an assessment done by the Anne E. Casey Foundation, is that data/assessment available?

Answer: Not at this time.

Question: Is outreach part of the FAIR program? Does DSCYF want an outreach plan included?

Answer: Support services and/or planning for family are expected.

Question: From the RFP on page #7 steps 2-4, can you clarify the roles between the contractor and state?

Answer: Please see the posted DR Flowchart. Area highlighted in yellow is the FAIR contractor's roll.

Question: What “screening” tools will be used as part of the FAIR program?

Answer: The Structured Decision Making tools that will be used with the family are already in existence and will be the same tools used by the Division of Family Services. However, the screening tool to be used with the adolescent should be proposed by the bidder.

Question: From page 8 of the RFP; does DSCYF have a specified length of time for Level 1 and Level 2 interventions?

Answer: The general guideline is 30-45 days for assessment and up to 60-90 days for service delivery.

Question: Are the calls to the hotline from community/collateral resources or from the family?

Answer: Hotline calls may be received from all of the above.

Question: Is this award statewide?

Answer: The FAIR program will be statewide. Bidders may choose to bid by county or for the whole state. However, the total annual funding of \$750,000 is to fund services across the state.

Question: Are there additional start-up funds available?

Answer: No, however DSCYF will work with the successful bidder with regard to limited start-up costs.

Question: If a family is active with the Division of Youth Rehabilitative Services would they be referred to the FAIR program?

Answer: DFS does not intend to send youth in deep end DYRS or DPBHS services to the FAIR program. Youth could be referred who have been active in the past with one of these Divisions or youth who are currently active with one of these Divisions in a community-based program. The youth referred to the FAIR program will be low risk.

Question: Is this a new target population which is not involved in deep-end services and not involved with the Department?

Answer: DFS does not intend to send youth in deep end DYRS or DPBHS services to the FAIR program. Youth could be referred who have been active in the past with one of these Divisions or youth who are currently active with one of these Divisions in a community-based program. The youth referred to the FAIR program will be low risk.

Question: What if the adolescent is discharged from YRS? Will the provider get those referrals?

Answer: This will be determined through the screening process development.

Question: How is the target population split between New Castle County and the other two regions?

Answer: Approximately $\frac{1}{2}$ of the population is in New Castle County and the other $\frac{1}{2}$ is spread over Kent and Sussex Counties.

Question: Can DSCYF describe “*Flexible Funds*” described on page #11 of the RFP?

Answer: Flexible Funds are intended to be used to address ancillary family needs (i.e., food, rent, etc). It is not necessary to specify the vendor of these items.

Question: How should the DSCYF budget documents be submitted with the proposal?

Answer: Bidders should submit **two budgets**: one 9-month budget and one 12-month budget.

Question: Is the training for the SDM tools, etc. already scheduled?

Answer: Training has not yet been scheduled.

Question: When does DSCYF anticipate making an announcement of award?

Answer: DSCYF will be holding an RFP Panel the first week of October and hope to make a decision expediently.

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