

02/01/13

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles
DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF13-01 Home Based Family Support

ADDENDUM #1

The following is a list of questions and answers resulting from the bidders' conference on 1/31/13. Also, a two page sign-in list has been posted for your review.

QUESTION: Can a bidder propose providing services in a single county only?

ANSWER: Yes, but preference will be given to qualified bidders who can provide the most services statewide. Preference will also be given to bidders who propose providing both Parent Aid intact and Parent Aid placement services.

QUESTION: How many families receive each of the 3 services?

ANSWER: In FY12, 396 families were referred for parent aid services. If those 396 families, 193 resided in NCC, 156 resided in Kent County and 47 resided in Sussex County. Of those same 396 families, 41% (162) were referred for parent aid placement services and 234 were intact families. Forty-five families in Kent County received Home-Based Family Support Services, 12 families received Home-Based Family Support services in New Castle County, and zero were referred in Sussex County.

QUESTION: What are the current contract rates by service?

ANSWER: The rate for one parent aid provider is \$1912/family, re-billable every 11 weeks if the family has received at least 12 hours of direct face to face service. The rates for the second parent aid provider are: \$54.60/hour for direct service hours, no shows, and travel time, .31 per mile. The rates for the third parent aid provider are: \$33/hour for direct service hours and no shows, \$20/hour for travel time over 30 minutes. Home-based family support rates are \$50/hour for direct service hours and no shows, \$27/hour for travel time over 30 minutes. The rate for the fourth parent aid provider is \$2,550/family until case is closed.

QUESTION: Who are the current providers?

ANSWER: New Behavioral Network – statewide – Parent Aid – intact and placement, Children's Choice – statewide – Parent Aid – intact and placement, Phoenix Behavioral Health – Parent Aid – intact and placement – Phoenix Behavioral Health – Kent County only, Home Based Family Support Counseling – Statewide, Latin American Community Center – Parent Aid – New Castle County only

QUESTION: If a new bidder is awarded a contract what is the expected start-up period?

ANSWER: The state will target 3 months beginning 7/1/13 for the start-up period.

QUESTION: Will start-up cost be covered by the state?

ANSWER: The state is open to covering start-up costs. Please include in your proposal an estimate by cost for what you anticipate it would take for your agency to be up to speed at the end of 3 months.

QUESTION: What detail needs to be included in our proposals with regard to the proposed unit cost?

ANSWER: Please provide a breakdown of how the elements you included in your proposed unit cost. The simplest way to do that would be to completed the DSCYF Budget Form provided on the website. Whoever you choose to breakdown the elements of your unit cost please include enough of a narrative for the review panel to understand what each element represents.

QUESTION: Is travel billable under this contract?

ANSWER: Yes, the bidder has the option to include travel cost in the proposed unit cost OR the bidder can propose a methodology by which it would like to bill for mileage separate from the proposed service unit cost (i.e., per mile)

QUESTION: Can DSCYF briefly describe how the future use of Structured Decision Making (SDM) might potentially impact these services in the future?

ANSWER: DFS treatment workers will begin using SDM in mid 2014. SDM consists of 4 specific assessments that all treatment workers will be required to complete. Those assessments include a Family Strengths and Needs Assessment, a Child Strengths and Needs Assessment, a Risk Re-Assessment for intact cases, and Reunification Reassessment for placement cases. When the new DSCYF case management system (FACTS II) goes live, DSCYF is hopeful that there will be an opportunity for contracted providers to have limited access (via the internet) to certain events in a case. DSCYF is hoping that where applicable, a provider will be able to complete a Family Strengths and Needs Assessment and in some instances, perhaps even a Child Strengths and Needs Assessment. There will be pieces of the Reunification Reassessment related to visitation that DSCYF would like contractors to complete if they are coordinating and supervising visits for children in foster care. As DSCYF begins training DFS staff for the implementation of SDM, contractors will be included/invited to the trainings.

QUESTION: Can you describe what is meant by “supervision notes” on page 6 of the RFP?

ANSWER: In this section of the RFP, supervision notes are referring to the format that Parent Aid supervisors will be using to document case supervision meetings between themselves and the therapist or home-based counselor. Notes should include areas to summarize the current status of the family, next steps, any concerns that have been identified, etc.

QUESTION: What is the deadline for submitting questions for this RFP?

ANSWER: The deadline for questions is the close of business on 2/19/13. However, please continue to check the website periodically as questions received after today’s bidders’ conference will be posted to this website as they are answered.

QUESTION: Does the state have any past program evaluations which can be shared with the bidders to help them better know what things have worked in these programs and what things haven't worked so well?

ANSWER: DSCYF has no documentation it can share at this time. However, the experiences of DSCYF and its staff will be shared with any new successful bidder.

All other terms and conditions remain the same.

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