

2/6/2015

TO: ALL POTENTIAL BIDDERS

FROM: H. Ryan Bolles
DSCYF – Contract Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS (RFP) – CYF15-01 Independent Living Services and Transitional Living Services

RFP CYF15-01 Questions/Answers
ADDENDUM #1

The following is a list of questions and answers prepared for potential bidders:

- Is there an existing provider for these services? If so, who is it? Is the Department satisfied with the services provided? **The current Independent Living (IL) providers are Elizabeth Murphey School (Kent County); People’s Place (New Castle and Sussex Counties) and West End Neighborhood House (New Castle County). The Dept. has not requested a bid for IL services for over 10 years and is seeking to receive proposals that offer evidenced based practice models that will best serve the needs of youth who have experienced foster care.**
- Can you verify the following inferred definitions for accuracy please?:
 - Independent Living / Independent Living Preparation services: **a plethora of community-based training/coaching activities available to youth to help prepare them for independence. These youth may be in foster care; living independently; or be in need of housing assistance. This is correct.**
 - Transitional Living Services: **the provision of actual housing for youth between the ages of 18-21, plus the resources described in “Independent Living Preparation services” listed above. This is correct.**
- In the availability of funds, the RFP says there is approximately \$1.5 million intended for monthly maintenance stipends for youth ages 18-21. How much are individual stipends for youth, and what purposes do the stipends have? **The stipends are based upon the determined need as outlined in a budget worksheet. This budget worksheet will be provided to all successful bidders. Please refer to the ASSIST brochure that was supplied at the Bidders Conference for the purpose or acceptable use of the stipend. The brochure is now posted where the RFP is posted at www.bids.delaware.gov**
 - Are stipends intended for youth in the Transitional Living program only, to cover the cost of housing, food, clothing, etc.? **Stipends are available to youth that have aged out of foster care/on a board extension and are between the ages of 18-21. Recipients could include those youth residing in Transitional Living programs as well as those who are not.**
 - Are stipends for any youth that are receiving Transitional Living services or Independent Living services, as long as they are 18-21? **Yes, so long as they meet the other requirements as outlined in the ASSIST Brochure.**
 - This leaves \$900,000 to cover all remaining requested services. What services are expected to be covered by this money? **The primary services requested are listed on page 11-12 of the RFP.**

- Are all stipends for all youth the same amount each month, or is it up to the selected contractor to determine monthly stipends based on need? **The stipends are based upon the determined need as outlined in a budget worksheet and may vary based upon changes in income and expenses. This budget worksheet will be provided to all successful bidders.**
- On page 10, under Availability of Funds, the first paragraph says that “funds must be used to assist youth in attaining independent living status, not simply to supplement foster care maintenance efforts.” And in the second paragraph on the same page, it says “Approximately \$1.5 million of the total amount is designated for monthly maintenance stipends for youth ages 18-21 who have transitioned from foster care or who remain in care on a board extension.”
 - These sentences seem contradictory; can you clarify what the purpose of the stipend is for? **The purpose of the stipends is to provide financial support to youth that have aged out of foster care relative to their living expenses and in accordance to their needs. The distinction related to youth that are on a board extension is that the stipend cannot be used to cover costs that are already addressed under a foster care board extension payment. Youth on a board extension are still eligible for the stipend yet since the majority of their expenses are covered through the board payment, they generally have a minimal need and their stipend is provided in accordance with the budget worksheet’s indicated need. This budget worksheet will be provided to all successful bidders.**
 - How is a stipend equally relevant for youth who have transitioned from foster care (presumably living on their own) and youth who remain in care on a board extension (presumably have someone providing care to them)? **The distinction related to youth that are on a board extension is that the stipend cannot be used to cover costs that are already addressed under a foster care board extension payment. Youth on a board extension are still eligible for the stipend yet since the majority of their expenses are covered through the board payment, they generally have a minimal need and their stipend is provided in accordance with the budget worksheet’s indicated need.**
- The RFP states to propose an hourly unit cost for Administrative Services Grouping: disbursement and management of the maintenance stipends to participants. Should the RFP include these maintenance stipends? If not, how will these funds be received so that they could be disbursed to the youth? **Funds specifically related to the maintenance stipends will be provided as a part of the contract for successful bidders in accordance with the anticipated number of youth that could receive the stipend in a given contract year. An estimation of the stipend amount can be included but will ultimately be determined by the Department. Proposals should still include a proposed Administrative unit cost for the management of the monthly stipends.**
- How will the Awarded Agency be paid? Would it be a monthly invoice based on the number of youth served, a monthly rate, or based on the # of youth served and hours of visitation of Agency workers? **Unit based contracts are based upon the submission of monthly invoices which outline the number of service hours per youth or administrative services rendered per hour. Maintenance stipends are reimbursed based upon the amount documented in FACTS as having been provided to the youth.**
- For the Transitional Living (residential) program:
 - What is the expected length of stay? Until they turn 21 or until they are able to live independently, whichever happens first? A shorter timeframe, like a year? Etc. **Youth**

will be eligible for transitional living between the ages of 18-21. During their participation in the transitional living program they should receive supports which will prepare them to live independently and the time frame to accomplish this will be determined via a service plan and goal accomplishment. Given their adult status, participants may elect to move from a transitional living setting at any point during their eligibility time frame. There is no required length of stay time frame.

- Is Transitional Living expected to be in a group setting or individual apartments, or either? If group setting, do staff need to be on-site at all times, or is it sufficient to have a sleep in staff for overnight support for youth who are actively practicing independence? **The composition of the transitional living setting is not prescribed. Bidders should submit proposals that outline evidenced based practice transitional living programming that will best meet the needs of youth that have aged out of foster care and depict programming within the capacity of the agency.**
- On page 11, under Target Population, *Transitional Living*, it describes the expected youth to be those who “left foster care due to achieving permanency via guardianship or adoption at age 16 or older.” If youth have successfully achieved permanency, how/why would these youth need Transitional Living services? **Youth who achieved permanency at age 16 or older are one subset of the population that is eligible for Independent/Transitional Living services. This subset is eligible for the services under provisions of the Fostering Connections Act of 2008. Eligibility for the services helps older youth to achieve permanency and not have the concern of losing such supports. This has helped guardians and adoptive parents feel more comfortable in the array of services available to those youth that achieve permanency in close proximity to reaching adulthood.**
- What is the expected frequency of contact between provider staff and youth in the Independent Living Transition program? **There is no prescribed frequency of contact given that the Independent Living services are voluntary in nature but must be offered to all eligible youth. It has been the expectation that independent living providers seek to meet with youth at least monthly yet it has not been contractually required previously. Bidders should again submit proposals that portray the planned service delivery which is evidenced based and achievable given the agency’s capacity.**
- Besides the formatting requirements on page 17, what is the preferred organization method for this proposal? Should we follow the “Evaluation Criteria” listed on pages 18-19, the order listed on page 23, or design our own layout that includes all of the requested information? **The proposal should be organized in a manner which makes it as easy as possible for the review panel to maximize the score for the bidder’s proposal by easily identifying how the bidder has met the RFP requirement.**
- Are there particular forms the State requires the contractors to use? Will there be specific training for contractors? **The answer is yes to both questions. However, the forms and training are not pertinent at this time and will be discussed with successful bidders.**

For pages 13-15:

- Are the listed outcomes and measures fixed, or can we propose our own provided they address the same core issues? **The outcomes and measures are fixed.**
- If the measures are fixed, must we use each measure for each outcome, or can we select a certain number of measures to illustrate each outcome? **Each of the measures listed for each outcome**

area will be used to determine achievement of each outcome area. Given that youth can have different achievements at different stages, selecting certain measures is not recommended.

- Also regarding the outcomes/measures, are you looking for long-term changes from intake to exit? Achievement of the various measures will/can occur at different stages. Certain measures may be achieved in a short time frame while others (i.e. Post-Secondary Education) may require lengthier timeframes to achieve.

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