



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: February 24, 2012

HSS 12 009

PARENTS AS TEACHERS

FOR

DIVISION OF PUBLIC HEALTH

Date Due: March 19, 2012
11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions addressed at the pre-bid meeting on February
24, 2012 are attached.

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RFP HSS 12009 PARENTS AS TEACHERS

Pre-bid Meeting Questions

February 24, 2012

1. If a family is enrolled within one of the zones and then moves out of the zone, do they have to be exited from the program or referred to another PAT affiliate?

Answer: Since we are building on collaborative partnerships with several agencies and a continuum of evidence based home visiting services, the family should be referred to another PAT affiliate that is serving families in that area.

2. Are we enrolling families or children and how are we evaluating them? Who is the targeted population(s)? (beyond zones)

Answer: The target families are families that are at the most risk. Delaware Department of Education (DOE), a key home visiting partner, is working on developing a rating scale that will be used when families are first enrolled to determine their level of risk. The National Center Parents as Teachers has always had risk factors that they have identified for families. DOE is taking those risk factors and developing a score for each of them. The higher the level, the more intense services the family should receive. The scale will be developed so that when the family is interviewed and assessed, their risk factors will be rated. A scale will be available so that the number of risk factors will determine if the family is to receive weekly, bi-weekly, or monthly visits.

As far as evaluation under this funding source, the Division of Public Health is working with the federal government and a contracted evaluation, research and epidemiology vendor to develop an Evaluation and Data Collection plan to measure outcomes in six Benchmarks. The selected vendor will be provided Technical Assistance on the Evaluation Plan and will be offered training that covers:

- Why we are conducting the evaluation and what we seek to achieve
- How we will conduct the evaluation using questionnaires.
- The overall time frame for administering and submitting these questionnaires.
- Training on Benchmark A: Maternal Health Questionnaires
- Training on Benchmark D: Domestic/Intimate Partner Violence
- Training on Benchmark E: Family Economic Self-Sufficiency
- Training on Benchmark C: School Readiness
- Training on Benchmark B: Child Abuse/Injury
- Training on Benchmark F: Coordination and Referrals

Under this evaluation plan, PAT affiliates will be required to use the Ages and Stages Questionnaire (ASQ:3) and ASQ Social Emotional Questionnaire for developmental screening to monitor developmental milestones.

3. Would 3 children within 1 family require 3 separate home visits?

Answer: No, that would burden the family. If a family has 3 children and they are at high risk, then they are already being seen on a weekly basis. If you are serving a family weekly, then you can focus each week on one particular child and then the last week would be focused on the whole family. If you are not seeing the family weekly, then you would have to adjust your visits to make sure you are meeting the needs of the whole family. Remember, PAT only serves children that are under the age of 5. The new Foundational Model for Parents as Teachers is focused more on the whole family and meeting the goals for the family.

4. What is meant by “target child”?

Answer: Any child that is under the age of 5 could be the target child. If you have a family that has one child with a disability, then that child would be the target child. The initial intake of the family would determine what child would be the target child. In some situations, there may not be “one” target child.

5. Are there specific numbers to be served? Intensity?

Answer: The number of families served comes from the guidelines of Parents as Teachers National Center. Full time parent educators are allotted 60 home visits a month. The intensity would depend on if the families are being served weekly, bi-weekly or monthly. Under the PAT guidelines, all parent educators are required to attend a 2 hour monthly staff meeting and 2 hours of reflective supervision. Keeping this in mind, a parent educator would have 4 hours allotted per month for staff meeting and reflective supervision. The other key point is that they are allotted 60 home visits. So if you are serving families weekly, then you will only have 15 families. Another component to the PAT guidelines is that each visit is allotted to 2 hours. This allows the educators planning time, the actual visit, documentation of the visit, and travel time.

Another key point is the required in-service hour’s parent educators need to have to maintain their certification. First year parent educators need to have 20 hours of in-service on top of their Foundational and Model Training. Second year parent educators need 15 hours and every year after that only 10 hours of training.

6. Is there flexibility in how program designs the services to meet the needs & families & intensity? i.e. are home visitors assigned the families needing weekly visits?

Answer: Yes, as long as the program is following the PAT affiliate guidelines. Visits will be determined on the risk factors of the family.

7. Is this a new service or an enhancement to existing services?

Answer: This opportunity allows for the selection of a vendor to build the capacity of the Parents as Teachers (PAT) program targeting the high risk communities identified in the Updated Delaware Maternal Infant and Early Childhood Home Visiting State Plan. Therefore, current PAT affiliate programs can use this to enhance their already existing programs or a vendor can submit a proposal as a new program affiliate. For new programs, Delaware Department of Education has PAT monitor for the state that will assist the program go through a process to meet the affiliate standards.

8. How much money is available?

Answer: It is the expectation that the vendor submits a cost effective proposal, further defining the scope of services, a work plan and a schedule that estimates proposed labor hours, personnel, and a budget (i.e. hourly rate).

9. Will this be unit cost funding?

Answer: Please see the budget summary templates (Appendix A) in the RFP, which is a line item cost budget.

10. What are the current attrition rates?

Answer: This varies among programs. We have educators who have been with the program for the 20+ years. PAT asks that parent educators make a three year commitment so that families have the relationship with that educator for their length of the program.

11. Where do the referrals come from?

Answer: Referrals come from a variety of sources (i.e. 211/United Way, Public Health, early childhood providers, schools, social service providers). Programs are responsible for recruiting their own families. The Department of Education PAT monitor will help programs locate families by assisting them with referral sources and recruitment efforts.

12. Can the team include P/T staff?

Answer: Yes, most PAT affiliates have part time staff. That is the discretion of the program, as long as the families are being seen.

It is the expectation that there is one lead organization that is responsible for managing the contract, recruiting and retaining staff (full-time or part-time), provides supervision, and carries out the requirements of the scope of services.

13. Can you serve people outside the target zones?

Answer: No, this grant is targeted to families that reside in the high risk communities (i.e. Zones). Please see Updated DE-MIECHV State Plan for all maps of the high risk Zones, which is on the DPH website - <http://dhss.delaware.gov/dhss/dph/chca/dphmchhome.html>

14. If in a school district would the authorized person be the chief in the school district or current PAT program supervisor? PAT supervisors could also be contact person.

Answer: The Chief is the authorized person to sign the proposal, but the supervision of PAT educators is the one who will be hiring, providing reflective supervision, staff meetings, recruiting, and making sure all files are in order.

15. Are letters of support expected with proposals?

Answer: Please see page 14 of the RFP, "Current letters of support and/or references must be included to demonstrate evidence of existing or proposed relationships." Letters of support is always encouraged.

16. How will this project be connected with the RTTT Early Learning Challenge grant?

Answer: The RTTT does talk about the importance of home visiting as an early childhood intervention program in Delaware, but funding is not connected.

17. Will referrals eventually come primarily from Help Me Grow?

Answer: Yes, Help Me Grow/211 will serve as a central access point and will be housed at 211/United Way, and will be referring families to various home visiting programs depending on what the needs of the families are.

18. If in a school district would it be appropriate to complete the Office of Minority & Women Business form?

Answer: This form needs to be filled out and for a school district indicate "No" since it does not apply.

19. If located in a school district who would be responsible for signing the Statement of Compliance form? District Sup., Asst. Sup., CFO, or PAT program supervisor?

Answer: Please coordinate with the DHSS Procurement Branch office and discuss this with Kieran Mohammed (Kieran.Mohammed@state.de.us).

20. What criteria will be used to evaluate grant performance?

Answer: Programs will be expected to meet all the PAT affiliate standards. The State of DE PAT monitor will be visiting the affiliate on a monthly basis to make sure the program is meeting all of the affiliate standards. The Delaware Department of Education holds all the PAT affiliates certificates. If a program is not meeting the affiliate standards, then the Department of Education has the authority to revoke the affiliate status.

The programs will also be expected to provide Annual Reports to the Department of Education and the Division of Public Health.

21. How many families are to be served in this project?

Answer: This estimated number is based on intensity of service provided (i.e. weekly) and is dependent on whether the parent educators are full or part time. Please propose an estimated number of families served.

22. Can a proposal be submitted to serve a part of the state rather than the entire state?

Answer: Under this grant, PAT must target the service to families that reside in the high risk communities (i.e. Zones). It is the expectation that the vendor propose to deliver the PAT program in one or multiple zones, where the vendor has well established relationships and is very familiar with the specific high risk community in which it intends to target. Please see Updated DE-MIECHV State Plan for all maps of the high risk Zones, which is on the DPH website - <http://dhss.delaware.gov/dhss/dph/chca/dphmchhome.html>)

23. Can state staff answer questions about the state plan (outside of this meeting)?

Answer: During this stage in the RFP process, staff cannot answer specific questions about the Updated DE-MIECHV State Plan.

24. When vendor is selected and awarded, when would funds officially be dispersed and how? Full or partial in increments?

Answer: Following the official announcement of the selected vendor, the vendor will enter contract negotiations with the Division of Public Health, which is anticipated some time in April. DPH reserves the right to take as long as it needs to negotiate a contract. Once a contract is officially executed, funding is dispersed based on invoices submitted by the vendor for the period of services rendered, which is tied to contract deliverables and a workplan within the approved budget.

25. I am a full-time education professional with experience in public policy and developmental disabilities advocacy. I see that several of the RFP's request contractor availability for nights and weekends. If I am looking to continue working my full-time day job, which of the 4 RFP's would be most appropriate to pursue if I was looking to work nights and weekends?

Please see answer to question #12. It is the expectation that there is one lead organization that is responsible for managing the contract, recruiting and retaining staff (full-time or part-time), provides supervision, and carries out the requirements of the scope of services.