



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: July 3, 2014

HSS-14-033

Adult Foster Care Level I & II Services

for

Division of Services for Aging & Adults with Physical Disabilities

Date Due: August 7, 2014

By 11:00 am Local Time

ADDENDUM # 1 – Questions & Answers

**PLEASE NOTE:**

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

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Procurement Administrator

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Division Contact

Adult Foster Care Level I & II Services – RFP HSS-14-033  
Questions & Answers

Question #1: What is the total amount of funding available for this service?

Answer: For the planned October 1, 2014 – September 30, 2015 contract year, the forecasted amount will be \$69,900.00.

Question #2: AFC I Service Specification: The Division of Services for Aging and Adults with Physical Disabilities will determine eligibility for all consumers and will process **all** referrals. Does that mean that all referrals need to be processed through DSAAPD?

Answer: The referral, the process from DSAAPD is to ensure clients are being properly referred. Additionally, clients may be referred from other DHSS divisions. The processing and referring will be the same. The provider will ultimately process and ensure the proper array of services.

Question #3: The Adult Foster Care Level Service Specifications does not indicate in its service definition 1.0 whether or not individuals can be left alone and or for how long. For AFC Level I can individuals be left alone in the home? If so, for how long?

Answer: Yes, up to 12 hours

Question #4: The Adult Foster Care Level II Service Specifications does not indicate **in** its service definition 1.0 whether or not individuals can be left alone and or for how long. For AFC Level II can individuals be left alone in the home? If so, for how long?

Answer: No, this is 24-hour supervision.

Question #5: The Adult Foster Care Level I Service Specification 5.1.7 indicates the Service Provider will conduct in-home quarterly monitoring visits, a minimum of four (4) visits per fiscal year. The provider will conduct one (1) of the four (4) visits as an unannounced visit. Is this requirement the same for Adult Foster Care Level II?

Answer: Yes

Question #6: What is the maximum number of individuals to be supported in an Adult Foster Care (AFC) Rest Residential Care Home for Adult Foster Care Level I?

Answer: Up to 3.

Question #7: What is the maximum number of individuals to be supported in an Adult Foster Care (AFC) Rest Residential Care Home for Adult Foster Care Level II?

Answer: Up to 3.

Question #8: Is there a requirement for the number of persons that need to be served by the end of contract for Adult Foster Care Level I?

Answer: 3 to 5 clients for Level 2, based on provider rate for Level 1

Question #9: Is there a requirement for the number of persons that need to be served by the end of contract for Adult Foster Care Level II?

Answer: 3 to 5 clients for Level 2, based on provider rate for Level 1

Question #10: Are two (2) separate work plans needed: one (1) for Adult Foster Care Level I Services and one (1) for Adult Foster Care Level II Services?

Answer: Yes

Question #11: In regards to payment of services, what is the financial amount paid to the sponsor for supporting an individual in Adult Foster Care Level I? Does that amount change annually? What is the payment process?

Answer: The rate is determined by the SSI, SSI supplement and allowance benefit. This could change annually. The process is handled/coordinated by DSAAPD staff.

Question #12: In regards to payment of services, what is the financial amount paid to the sponsor for supporting an individual in Adult Foster Care Level II? Does that amount change annually? What is the payment process?

Answer: The rate is determined by the provider.

Question #13: When will the winning bid be announced?

Answer: Announcement of the winning bid is tentatively scheduled for August 28, 2014, per Section VI.-Q (page 13) of RFP HSS-14-033.

Question #14: Would the Division allow for multiple providers?

Answer: Yes

Question #15: Does this service require a bidder to offer State-wide service?

Answer: No, bidders could offer sub-areas of the state; however that would require the Division to select an additional provider to cover the remaining sections of the state.

Question #16: Can a provider offer only the Level I or Level II service?

Answer: Yes

Question #17: Please define the characteristics of Activities of Daily Living (ADL).

Answer: Activities of Daily Living (ADL) may include assistance with a range of activities not limited to: bathing, dressing, personal hygiene, transferring, toileting, feeding, mobility assistance, skin care, supervision and assistance with other identified ADL's related support needs specified in an individual's plan of care

Question #18: Please define the characteristics of Instrumental Activities of Daily Living (IADL).

Answer: Instrumental Activities of daily living (IADL) may include assistance with a range of activities but not limited to: household cleaning, laundry, washing dishes, making beds, changing linens, shopping for household items, errands, preparing meals and escorting to a physician's office or other medical facility. Also assistance with other identified IADL related support needs specified in an individual's plan of care

Question #19: Why is the Division bidding this service?

Answer: The service is to be bid per Procurement rules of every five (5) years.

Question #20: Can providers have access to the current provider of the Housing Case Management service with the Division of Services for Aging and Adults with Physical Disabilities (DSAAPD)?

Answer: The providers would need to create a Freedom of Information Act (FOIA) request for a copy of the current contract for the Housing Case Management service using this link:

[http://dhss.delaware.gov/main/mailforms/dhss\\_foiaform.aspx](http://dhss.delaware.gov/main/mailforms/dhss_foiaform.aspx)

Question #21: Should the provider budget (make assumptions) for projected Medicaid funds?

Answer: No, this service will be completely funded with state (division) funding.

Question #22: Why is the Division bidding this service?

Answer: The service is to be bid per Procurement rules of every five (5) years.

Question #23: For Questions #8 & #9, is the total of 5 persons considered a ceiling?

Answer: No, that number is based on the projected dollar amount.

Question #24: How many program participants are receiving service?

Answer: 3

Question #25: Is there a standard rate?

Answer: No, the bidder will determine their required reimbursement.

Question #26: If a program participant needs specialized medical equipment, does the agency need to provide this?

Answer: No

Question #27: If a client needs transportation, can the provider budget for this?

Answer: Yes

Question #28: Should a provider be expected to provide transportation?

Answer: Yes, under this service the provider is expected to either; arrange, provide, or assure it.

Question #29: What is the historic average rate for this service?

Answer: SSI and supplement rate for Adult Foster Care (AFC) I. There is no historic rate for the AFC II. This has only been a demonstration, without 1 full year of activity. The provider will determine this.

Question #30: Can the Division provide the current client demographics to include: where they reside?

Answer: Currently all AFC I & II clients are in New Castle County. However, the program is statewide.