



Q1. RFP page 7, Section 1.2 Required Licensure/Certification/Credential. The RFP states: “CIPP services must be provided in the group home setting with no more than ten (10) residents per home.” Please confirm that a 4-bed or 6-bed home is acceptable.

R1. Yes, if homes meet licensing requirement.

Q2. RFP page 9, Section 1.6.2 W-9 Legal Status Letter or Taxpayer Identification Number Form. Please confirm that if an IRS Legal Status Letter verifying the Employer Identification Number (EIN) is provided, Appendix B does not need to be completed and returned with the proposal.

R2. Yes if the IRS Legal Status letter is provided with EIN, you do not have to complete Appendix B.

Q3. RFP page 13, Section 2.10 Trade Secrets. Please confirm that is the vendor is not identifying any trade secret information in the proposal, that Appendix C does not need to be completed and returned with the proposal.

RFP page 17, Section 3.2 Length of Placement. The RFP states: “CIPP placements shall occur only when the county has exhausted all less restrictive placement venues, including relatives and traditional foster care. Vendors must address in their proposals how they will explore this requirement with referring DHR offices.” Please explain how DHR envisions the vendor will participate in this process and on what timeline the vendor would be engaged.

R3. If the vendor is not identifying any trade secret information, it is not required to complete form.

DHR will determine child/youth for placement. Vendors must accept referrals.

Q4. RFP page 20, Section 3.6.2, item M states that is it the vendor’s responsible to provide up to \$50 per month for special needs and occasions. RFP page 21, Section 3.7, item H includes the same language as a DHR responsibility. Are both the vendor and DHR responsible for \$50 per month?

R4. It is DHR’s responsibility.

Q5. RFP page 21, Section 3.7 Responsibilities of the Department of Human Resources. Item D, sub-item 7 references “a current psychological is required for placement in TFC, Moderate, Intensive or Intensive Enhanced types of placements.” Please clarify how these types of placements apply to the Crisis Intervention Placement Program. Would different daily rates apply to each type?



- R5. A psychological evaluation is should be a requirement, however, this may be appropriate to waive for new entries into care and placement approved pending completion of the evaluation.**
- Q6.** RFP page 22, section 4.2 Proposal Format. Are charts, tables, and graphics exempt from the 12 point font and double spacing requirements?
- R6. Yes as long as the graphs, charts or table are legible and are at least a 10 point font.**
- Q7.** RFP page 22, section 4.2 Proposal Format states: “Paragraphs must be double-spaced.” Please advise if this refers to the paragraph line spacing or spacing between paragraphs.
- R7. Spacing between paragraphs should be double-spaced.**
- Q8.** RFP page 22, section 4.2 Proposal Format states: “All proposals must include labeled tabs that correspond with the bolded sections and subsections...” Please confirm that the tiers of sections required to be tabbed are the equivalent of 4.2.5 and 4.2.5.1, for example (i.e., the sections listed in all capital letters). We believe this would equate to 11 tabs.
- R8. Yes.**
- Q9.** RFP page 22, section 4.2 Proposal Format states: “All proposals must include labeled tabs that correspond with the bolded sections and subsections...” If DHR’s intent is for additional sub-sections to be tabbed, please confirm that the 100-page limit applies to text content and not the remainder of pages left intentionally blank to support the required tabbing.
- R9. The 100 page limit applies to text content.**
- Q10.** RFP page 23, Section 4.2.4 Licenses/Certificates/Credentials, states: “...or a copy of a completed license application form submitted by the deadline specified in this RFP.” We anticipate the license application to be a lengthy document. Would DHR accept proof of receipt of the application from the Office of Licensing or the application cover page as sufficient documentation in the proposal response?
- R10. Yes, you can provide proof of receipt to show documentation for licensing application.**
- Q11.** RFP page 24, Section 4.2.5.1.4 Project Staff/Resumes/Job Descriptions. Are the resumes/job descriptions requested exempt from the double spacing requirements?
- R11. Yes, job description and resumes are exempt from double spacing requirement.**



- Q12.** RFP page 24, section 4.2.5.2 Vendor Financial Stability, requests a 2016 audit and letters from the auditor for 2015 and 2014. Does DHS intend for these years to be submitted or is it acceptable to provide vendor's 2018 audit, with letters from the auditor for 2017 and 2016?
- R12. The department is requiring a 2017 audit with 2015 and 2016 audit letters. See Amendment on department's website.**
- Q13.** RFP page 24, section 4.2.5.3.1 Service Delivery Approach. Please provide historical counts of youth receiving crisis intervention services in a group home setting by county, i.e., the most recently completed contract/program year or calendar year.
- R13. This information is not available.**
- Q14.** RFP page 24, section 4.2.5.3.1 Service Delivery Approach. Please confirm it is up to the vendor's discretion to select which counties/regions where the program will be located.
- R14. Yes it is up to the vendor's discretion in the selection of county and region for the Crisis Program.**
- Q15.** RFP page 24, section 4.2.5.3.3 Referral, Admission and Exclusion Policy. Are the copies of policies requested exempt from the double spacing requirements?
- R15. Yes, the Referral, Admission and Exclusion Policy are exempt from double spacing requirements.**
- Q16.** RFP page 25, section 4.2.5.3.4 Children/Youth to be Served and Number of Slots Proposed. For vendors who are currently in the process of applying for licensure, please confirm it is acceptable to list *proposed* license capacity per site.
- R16. Yes it is acceptable to list proposed license and capacity for each site.**
- Q17.** RFP page 28, Section 5: Cost Proposal instructs: "In completing cost proposal form, list the county, number of slots and specify the gender." Please advise where vendors should supply the requested county and gender information (e.g., on an additional page or with text added to the bottom of the Appendix F Cost Proposal form).
- R17. Vendors can list county, number of slots and gender specification on the same page at the bottom.**
- Q18.** RFP page 36, Appendix E: Immigration Status Form. Please advise where Appendix E should be placed in the order of vendor's proposal response.



R18. Appendix E should be tabbed and included with the other appendices behind the proposal.

Q19. RFP page 37, Appendix 5: Cost Proposal Form. What are current contracted daily rates for this service?

R19. The current contract daily rate is \$100.00 per day.

Q20. Is the fixed daily rate provided for every slot, 365 days per year regardless of occupancy? If not, what is DHR's approach to reimbursing vendors for empty beds?

R20. The Department is open to different proposals and options as it relates to occupancy and or empty beds.