

February 19, 2013

1. **For staffing, are you looking for employees with master's degrees? Would you consider bachelors level trainings and a background in counseling?** The Selection Committee will review the information concerning education. We might possibly consider an alternative, but we are really looking for the requirements being requested on the RFP to ensure that we meet the established outcomes of the contract.
2. **Are binders appropriate to use when submitting the RFP?** Storing the materials in a binder is not necessary. Bulldog clips and staples are fine. Please do not use papers clips because the materials have a tendency to come apart. The less bulk of a packet, the better. Most important is to have the information submitted on time.
3. **Do we submit an original with triplicate forms and the rest of the packets with one form each?**
Yes.
4. **Is spacing between paragraphs appropriate?** This depends on the contract and how much information is needed to explain what the agency is interested in doing. You need to be able to fit all of your information into a limited number of pages. The Selection Committee needs to be able to read the information easily. So, keeping the information direct and to the point is best.
5. **Are there PowerPoint presentations that are available from the initial Pre-Bidders Conference?** Yes, those are available. (During the Technical Assistance session, participants were instructed to contact Judy Carden to request that the PowerPoint presentations be emailed to each person. To ensure that all applicants have access to the PowerPoints, we are making those presentations available on line on the DSS internet site.
6. **Will DSS be selecting multiple providers?** RFP 14-003 (Transitional Living) and 14-005 (Rapid Response Respite Beds) are intended to be awarded to a single vendor for each RFP. The intent is to award the contracts to agencies who can meet all the components of the RFP. This might mean awarding the contracts to multiple vendors.
7. **If you are interested in the transitional living contract, are you expecting the vendor to actually have the bricks and mortar for housing? Or is it okay to refer clients to obtain housing?** We are looking to have clients placed into actual housing. That means if you don't actually have the housing yourself, you need to have a relationship with someone who can provide the actual housing.
8. **How much funding do you anticipating allocating?** For RFP 14-003, no more than \$200,000 will be allocated. For RFP 14-005, \$117,000 (note: correction to amount; \$115,000) has been allocated. The budget has not yet been approved, so this amount may change once it has been submitted to the County for approval.
9. **What is the funding source?** The funding source is all County funding. We can't make any current increases in the allocation amounts due to budget limits. Be sure to submit an itemized budget.

February 19, 2013

10. **What is the total number of beds that you are looking for in the Rapid Response contract?** We are requesting from eight up to fifteen beds. Foster Care will be emergency beds. Clients may be post adoption and post guardianship.
11. **What is the target date of when a decision will be made on the recipients of the RFPs?** The RFPs are due to be submitted by 2pm on Feb. 28. The proposals will be reviewed in March. The Director will have a decision by May 10th and award letters will go out by May 12th.
12. **When an agency submits their RFP, is it important for the agency to state how many beds they can accommodate?** The agency should submit the number of beds they can accommodate. The Selection Committee will take this into consideration.
13. **What is the total dollar amount or range for the rapid response beds?** \$117,000 (more or less) was paid to three providers last fiscal year.
14. **Are you recommending that the package be dropped off?** We would not recommend using the US mail since the package must be received by the deadline. A DSS representative will be downstairs in the lobby as it gets closer to 2:00 pm on Feb. 28. When the packages are dropped off, a receipt will be given as confirmation that the proposal has been submitted.
15. **When will the Q&A be posted?** February 20, 2013.
16. **Who is the Selection Committee comprised of?** A Program Manager, supervisor, Quality Assurance representative, fiscal person, and a community partner as an outside source.
17. **What is the youngest age of children that is allowed to be placed in a therapeutic bed?** It varies and depends on each situation. We do not want to place a child under the age of 10 in a therapeutic bed. The state looks at why any child under 10 is in a level II setting and wonders why we weren't able to find another placement for the child. This can happen on occasion, but you must have a good reason why this type of placement is made. It's about placing a child in a setting that is in their best interest and that is the least restrictive setting.
18. **Can you explain budget expectations?** Submit an itemized budget showing how the funds are intended to be used.
19. **Please explain what you mean by "negotiations".** The contract must first be awarded before negotiations can begin. Once a contract has been awarded, we may need to request additional beds or services because a vendor was best suited to meet the needs of the contract.
20. **Is the budget more, less or about the same as last year?** It is about the same. Right now, we're unsure if the budget will be smaller or larger. We have not yet submitted the budget to the County Manager. The DSS board may ask for more information about the contract and make adjustments based on that. For example, the number of children in foster care is dropping. So we may not need as much funding dedicated to that population/service.

February 19, 2013

21. **After today, if we have any other questions, who should we contact?** That depends on the question. For questions about the format of the proposal, you can send them to Judy Carden or forward them to Catherine Williamson-Hardy, as noted in the RFP. Pamela Gales is listed in the RFP as the person that can answer questions about the MWBE form.
22. **Will the Q&A be emailed out or posted on the website?** The information will be posted on the DSS website.
23. **What is the oldest a child can be placed in a respite bed?** It all depends, but it's normally 21. Clients between 18 and 21 must have a CARS agreement in place.
24. **Are there any exceptions to the no eject/reject policy?** The only exception is when a client is homicidal, suicidal or at risk of harming someone else.