



Q1. Section 1.0, Page 7. The RFP covers two counties (Jefferson and Mobile). Does HR expect to enter into 1 contract per County or potentially multiple contracts per County?

R1. **The Department may potentially award multiple contracts. Vendors may propose different approaches to providing the services required in this RFP.**

Q2. Section 3.0, Page 15. This section states that no payments will be made until a home accepts a placement. The RFP (in Section 1.3, page 7) states that the contract term is for one year or until 50 homes have been developed. How would the following situation be handled then: a provider completes 50 homes under the contract and only 45 homes have accepted placements through July 1, 2007. The other 5 homes are ready to accept placements, but no appropriate matches are identified until a time after July 1, 2007. What would the status of these 5 homes be effective July 1, 2007? Based upon the logic that the provider has done the work and the homes are capable of accepting placements, shouldn't the contract term read "until 50 homes have accepted placements"?

Furthermore, triggering payment based upon actual placement is something that is technically beyond the provider's control. The provider will not be making referrals or screening matches for the homes, but the provider is incurring all of the costs related to getting the home ready for placement. This issue is further compounded by Section 3.5 on Page 16, wherein providers could be expected to provide supports to a family for an indefinite period of time while the family is waiting for a placement from DHR. Would DHR consider amending the RFP to allow providers to be compensated for assuming the risk that they would complete all of the work required to get a home in full compliance for providing foster care services and still never be compensated for this work?

R2. **The RFP is correct, the contract term is for one year or until 50 homes have been developed. However, if a Vendor secures a home and the county does not have a child in need of placement, the vendor will be compensated for the additional homes at the end of the contract period.**

Q3. Section 1.9.2, Page 9. Vendors must submit one (1) original and seven (7) copies and (1) electronic copy of the proposal. Does this include 7 copies of the technical proposal and 7 copies of the cost proposal?

R3. **Yes.**

Q4. Section 5.0, Page 22. The contract appears to be a fixed fee-for-service contract at a rate of \$2,500 per home. As the rate is set, I am unclear as to what must be submitted in the Cost Proposal section. Please elaborate on what you are expecting to see in the cost proposal, i.e. detailed line item budget, statement saying that we would agree to a rate of \$2,500, etc.



R4. Vendors must indicate how many homes it is proposing to secure at the fixed rate of \$2500 per placement.

Q5. Schedule of Events, page 6 and Section 1.3, Contract Term, page 7 The intended date for notice of intent to award a contract is given as June 7, 2007 but the contract term is given as beginning July 1, 2006. Is the 2007 date incorrect?

R5. No, it should read June 07, 2006.

Q6. Section 1.0 Project Review, page 7 Must the child remain in a foster home a minimum number of days for the placement to be considered successful?

R6. There are no minimal stay requirements.

Q7. Section 1.0 Project Review, page 7 Please define "traditional" foster home as opposed to "therapeutic" foster home or other foster home designations.

R7. Traditional Foster Homes – provide adequate shelter, a balanced diet, comfortable stylish and properly fitted clothing to up to six foster children, as well as offer support and maintenance of birth family relationships. They must complete 30 hours of GPS training and receive at least 15 hours of in-service training each year. The foster family must be financially stable, be able to read and write and have reliable transportation and a valid driver's license.

Therapeutic Foster Homes – meets the same guidelines as a Traditional Foster Home, with the following exceptions: 1) has to have 40 hours of GPS training; 2) 24 hours of in-service training each year; 3) keep documentation regarding treatment plans and rehabilitative services provided within the home to the child.

Therapeutic Foster Care is part of a service array for emotionally or behaviorally disordered children and youth – with a DSM-IV, Axis I diagnosis and a current psychological.

Q8. Sections 1.0 Project Review, page 7 and 5.0 Cost Proposal, page 22 The RFP mentions that costs will be reimbursed as a lump sum payment as foster homes are secured and a placement is made. The RFP also mentions a requirement for a Vendor Cost Proposal. Is the Cost Proposal required and is there a required format?

R8. The Cost Proposal is required, but there are no specific format requirements.

Q9. Section 1.7.3 Disclosure Statement, pp 8 and 9 and Appendix A, Registration with the Purchasing Division, page 25 On page 8, there is a reference to a foreign corporation submitting a Disclosure Statement. Page 25 seems to indicate that all vendors must complete the Disclosure Statement. Is this a requirement for all vendors or only foreign



(out-of-state) corporations?

R9. It is a requirement for all vendors.

Q10. Section 2.5.2 Evaluation of Proposals, page 12 and Section 2.7 Best and Final Offer, page 12 Does this mean the Department could negotiate for a price lower than the stated \$2500?

R10. No, the Department will not negotiate for a lower price; this is a fixed rate project. However, vendors are not precluded from proposing a lower rate.

Q11. Section 3.2 Training, page 15 The RFP mentions two training modules for prospective foster home providers. Although the RFP states that all foster families must receive Group Presentation and Selection or Deciding Together, the narrative explanation appears to indicate both modules are required. Do foster families need to receive one of the required trainings or both?

R11. Vendors have the option of choosing one of the two training modules.

Q.12 Section 3.2 Training, page 15 Assuming only one training is required, what is DHR's guidelines for when to use Group Presentation and Selection as opposed to Deciding Together trainings for foster parents?

R12. There are no set guidelines.

Q13. Section 3.2 Training, page 15 Does DHR provide the training materials?

R13. No.

Q14. Section 3.2 Training, page 15 Does DHR provide training for the trainers?

R14. No.

Q15. Section 3.2 Training, page 15 Are there fees for the training materials or to train the trainers?

R15. No.

Q16. Section 3.2 Training, page 15 and Section 3.3 Family Consultations/Home Studies, page 15 DHR staff is expected to be involved in the training of foster parents and the family consultation process. Is the vendor responsible for the DHR staff time and expenses during these duties?

R16. No.

Q17. Section 3.3 Family Consultations/Home Studies, page 15 What are the specifications for the written home studies and where can they be accessed?



R17. The specifications are available in the GPS Training Material.

Q18. Section 3.4 Development of Family Portfolio, page 16 What are the specifications for completion of each of the items listed in the portfolio and where can they be accessed?

R18. The specifications are available in the GPS Training Material.

Q19. Section 4.2 Proposal Format, page 17 What is the desired font size?

R19. Size 12 font.

Q20. Section 4.2.4 Licenses/Certificates/Credentials, page 17 What is meant by "all required licenses, certificates and/or credentials?"

R20. These requirements refer to facilities.

Q21. Section 4.2.5.1.3 Project Staff/Resumes/Job Descriptions, page 18 What is meant by the requirement to list all professional licenses held by vendor?

R21. Vendors are required to list all professional licenses held by proposed project staff.

Q22. Section 4.2.5.1.3 Project Staff/Resumes/Job Descriptions, page 18 Does this mean to list only the professional licenses held by the specific staff assigned to this project?

R22. Yes.

Q23. Section 4.2.5.1.3 Project Staff/Resumes/Job Descriptions, page 18 Are the licenses mentioned here something different than is referred to in Section 4.2.4?

R23. Section 4.2.4 refers to facility licenses.

Q24. Section 4.2.5.1.3 Project Staff/Resumes/Job Descriptions, page 18 What if all staff members to be utilized in this project are not hired yet?

R24. Vendors should submit job descriptions, which should include educational and experience requirement for all positions that will be utilized for the proposed project. Vendors will also be required to provide resumes and licenses when staff is hired.

Q25. Section 4.2.5.1.4 Staff Performance Evaluations and Training, page 18 Does "monthly training goals" relate to staff or foster parents?

R25. Section 4.2.5.1.4 refers to staff training.

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Q26. Section 4.2.5.1.4 Staff Performance Evaluations and Training, page 18
If there are "required performance standards" beyond those contained in the RFP, what are they?

R26. Vendors should describe their performance standards and how staff will be evaluated.

Q27. Section 4.2.5.1.5 Background Checks, page 18 What specific documentation does DHR require to show that a criminal background check has been completed?

R27. The Vendor must clearly describe its policy regarding background checks. Vendors must provide a list and clearance staff of proposed staff and suitability letters or rap sheets from ABI and FBI.

Q28. Section 4.2.5.2 Vendor Financial Stability, page 19 Our audited financial statements are quite lengthy. Since the proposal is limited to 50 pages, what specific financial statements must be included?

R28. Reference the section in the body of the proposal and include the information as an attachment.

Q29. No specific reference On average, how many children are placed annually in each of Mobile and Jefferson counties?

R29. Currently, there are approximately 3,800 children in Foster Care.

Q30. No specific reference. In reading the RFP, it appears that one agency will be contracted to develop foster homes in both counties. Is that correct?

R30. No, it will not be limited, necessarily to one provider.