



- Q1.** 1.2, page7----Licensure/Certification/Credential Requirements:
We have certification or licensure by DHR, DMH,JCAHO. Do we also need a Child Placing Agency license? States deadline to complete application is March 6, 2007.
- R1.** **Only if you plan to serve children in a setting other than a congregate setting. For regular intensive, the setting in the RFP is set as congregate.**
- Q2.** 4.2.5.1.3, page20----Past and Present Contractual Relationships With The Department:
The proposal states that if any party named in the Vendor's response to the RFP was an employee of the state in the past 2 years, identify. Does this apply to officers and management or do we also need to look at all other levels.....social workers, nurses, mental health worker
- R2.** **All levels.**
- Q3.** 4.2.5.1.5., page 21-----ProjectStaff/Resumes/Job Descriptions
4.2.5.2, page21-----Vendor Stability
4.2.5.3.3, page21----- Referral, Admission and Exclusion Policy
Are job descriptions, financial statements and policy and procedures included in the "Technical Proposal" numbering which may not exceed 50 pages?
- R3.** **No, they can be an attachment**
- Q4.** 4.2.5.4 through 4.2.5.4.6, pages22-23-----Vendor Certifications
For the section 4.2.5.4 through4.2.5.4.6, can we make one page that is attesting/agreeing that we "warrant and represent to the Department that we the vendor accept and agree to all these areas and agree with all certifications and terms and conditions of the RFP?"
- R4.** **Vendors must attest to each certification, include the RFP section number and the certification title of each.**
- Q5.** 5.0, page 24-----Cost Proposal
1st paragraph states that if a vendor provides more than one level of service at a single location SDHR must approve the plan if the services are to be provided in the same physical building. What plan are we talking about? Our plan to provide services and where, is in this proposal, is this adequate?
- R5.** **To serve more than one level in a single building may require an approval by the Office of Licensing.**
- Q6.** 4.2, page19-----Proposal Format
States proposals must include tabs that correspond with the bolded sections and subsections. Does this mean every subsection meaning-----
Ex: 4.2.5.1.1, 4.2.5.1.2, 4.2.5.1.3, 4.2.5.1.4, 4.2.5.1.5, 4.2.5.1.6, 4.2.5.1.7, needs a tab?



R6. No, the tab should reflect the section number and heading or subheading that begins each page.

Q7. 5.0, page24--Cost Proposal-

2nd paragraph states that vendors must certify that they have capacity to bill Medicaid electronically and receive payments directly from Medicaid for all eligible children, can we make just make a statement to confirm this or do you need it notarized?

R7. A statement is sufficient.

Q8. Section 1, Page 7, Part 1.2 Licensure/Certification/Credential Requirements:

Your licensing requirements state that the vendor must be licensed by DHR, MH, JACHO, COA or CARF and complete the Certificate of need on emergency placements. We have 3 programs that fall under the Intensive RFP, 1 program under the Moderate, and 1 under the Sexual Behaviors. Three of our programs are licensed by the Department of Mental Health (New Beginnings, Courtland and New Direction) and one is licensed by DHR as a Child Care Institution (Madison DHR unit). New Beginnings is also CARF accredited. We also know that Mental Health does not accept dual licensing.

- a) Do our current licenses issued by the Department of Mental Health meet the RFP requirements you have for the vendors?
- b) Will Madison's license issued by DHR as a Child Care Institution meet the RFP requirements?
- c) Do we still need to complete the application for a Child Placing Agency for all programs?
- d) If so, where do we get the application?
- e) Also, when will the Certificate of Need have to be completed for emergency placements?

R8. a) Yes

b) Yes

c) No

d) N/A

e) There is a provision for emergency placements in the Medicaid Chapter 33. This is not a change from the current procedures when children are placed.



- Q9. States that renewals of the contract, as agreed upon by both parties, may be at 1 or 2 year intervals. When are these to be agreed upon? Do we need to request this in any way in this proposal?**
- R9. No, that is part of the contracting process.**
- Q10. Is the Department considered the State DHR OR ANY COUNTY DHR? Does this include therapist or mental health workers? Does this include a therapist that may contract with DHR to see DHR children for counseling/therapy for DHR?**
- R10. Unable to answer, as there is no reference to the RFP made for this unclear question.**
- Q11. The RFP states the technical proposal must be followed by a copy of the Legal Status Form. Our financial department called the IRS and was told that this form is provided to Non-Profit organizations not Private? What shall we do? Can we just provide you with this information written out?**
- R11. The Legal Status Form is issued by the IRS and includes your FEIN and business status (i.e., for-profit, non-profit, limited-liability, etc.)**
- Q12. Will a transcript of the Pre-Proposal Conference be available? If so, how will that be obtained after the conference, and how will the cost be determined?**
- R12. Yes. Information of how to obtain a copy will be announcement at a later date.**
- Q13. Page 3 (same page number for all RFPs), Section 4.2.5 – Technical Proposal and 4.2.5 - Attachments**
- In the table of contents for all above listed proposals – Section 4 – PROPOSAL FORMAT AND INSTRUCTIONS – Section 4.2.5 is listed as TECHNICAL PROPOSAL – then further down on the section listed as ATTACHMENTS, the section number is again 4.2.5. Is this correct? We will have duplicate tabs for this section 4.2.5 and for the subsections 4.2.5.1. – 4.2.5.4
- R13. This is not correct, you should not have duplicated tabs. ATTACHMENTS should read Section 4.2.5.5; Legal Status should read 4.2.5.5.1 and so on to Immigration Status Form section 4.2.5.5.5.**
- Q14. How does the proposed 337 Intensive Residential beds compare to current levels? Who are the current Intensive Residential providers and how many beds are they contracting for?**
- R14. This question has no relevance to this RFP.**

Intensive Residential Services for Children



Q15. Our facility is structured with 20 bed units. If we propose to provide 20 intensive residential beds and are awarded some fraction of the 20, are we obligated to fulfill the contract?

R15. **If you are awarded only a fraction of the number of beds you propose, you may take private placements for the other beds. You are certainly not obligated to take the DHR contract offer and may decline, if it is made.**

Q16. Each of the RFPs request Resumes and Job Descriptions for Project Staff; for example, this is covered in Section 4.2.5.1.5 in Intensive Residential Services, RFP # 2007-100-02. In the past, these have been acceptable as attachments. Is that still the case?

R16. **Yes**

Q17. In Section 4.2.5.1.5 in Intensive Residential Services, RFP # 2007-100-02, Resumes and Job Descriptions for Project Staff are requested. Do you want Job Descriptions and Resumes for each position that touches the program? Or just those that are program specific? For example, the director of the division under which the program operates would have ultimate supervision of the program although she would not be involved in day-to-day operations. Do you want her resume and job description as well?

R17. **Yes**