



- Q1.** Section 4.2, *Proposal Format*, on Page 20 of the RFP – The RFP states that “proposals must not exceed 100 pages, including attachments.” Section 4.2.3, *Legal Status Form/Taxpayer Identification Number*” on page 21 says that the Legal Status form must follow the Table of Contents, but should not be numbered. Section 4.2.2, *Table of Contents* on page 2 states “numbering of the proposal pages should begin with page 1 on the Table of Contents....” – does this mean that the Table of Contents page should be page 1, then the Licenses/Certificates should be page 2 (since the Legal Status Form should not be numbered)? Please clarify where Page 1 labeling should start and if the Legal Status form counts toward the 100 page limit even though it should not be numbered. Also, for attachments that cannot be inserted into a Word document (copies of licenses, audit letters, etc.), should these pages be numbered by hand?
- R1.** **The Table of Contents page should be page 1. CORRECTION: Number the Legal Status Form. The Legal Status Form does count toward the 100 page limit. Vendors may number attachments that cannot be inserted into a Word document by hand or type them.**
- Q2.** Regarding Section 3.2, *Program Requirements*, page 16 of the RFP, items L – U, please clarify which items refer only to ILP, and which refer to both TLP and ILP.
- R2.** **All but L, O, and P (which apply to ILP only) apply to both.**
- Q3.** The Cover Page of the RFP, page 1, states “complete the Proposed Service Summary Form and submit with the original proposal.” Should only one copy of this form be submitted? Where in the required proposal order/format, should this form go? Should it be listed in the Table of Contents?
- R3.** **Submit one copy of the Proposed Service Summary Form in separate envelope. Using a paper clip attach the envelope to the original proposal. This form is not included in the page limit. Do not list this form in the Table of Contents as it is not part of the technical or cost proposal.**
- Q4.** Does the "per diem" rate constitute a "daily" rate, or a monthly rate?
- R4.** **The “per diem” rate constitutes a daily rate.**
- Q5.** 3.2 Program Requirements Page 16 of 38
(N) What kind of alternative placement are we responsible for having if an independent living placement is unsuccessful. Are we responsible for a placement in Residential Care, family care, etc. and what about the ages of the residents that are most commonly associated with Independent Living Care, they are usually past the age of 18 years of age.



- R5.** This is referring to a Crisis Plan, in case of a problem during the ILP placement. This should be addressed in the youth's ISP at the time of placement. It is not referring to a long term placement resource.
- Q6.** Section 3.0: Transitional and Independent Living Programs Page 15 We are proposing to incorporate the ILP component to the TLP Program and would like to know if our youth in our TLP program could have first priority over other youth in the state if they are successfully completing the program and their ISP goals.
- R6.** All slots are for State-wide usage. You can not deny a referral because you are holding the slot for a child in your program. All youth should be transitioned from TLP to ILP as soon as they reach that readiness level, so appropriate planning may assist in your moving children from your TLP into your ILP.
- Q7.** Are letters of intent required prior to submitting a proposal?
- R7.** No.
- Q8.** The Proposed Service Summary Form asks for a list of counties to be served. If we plan to serve all counties do we need to list them separately or would it be acceptable to simply state that we will serve all counties on line 1?
- R8.** Vendors may specify "statewide" slots and no need to specify all 67 counties.
- Q9.** The Proposed Service Summary Form asks for the number of slots by gender. We have the ability to reconfigure beds by gender in response to referrals received. Would it be acceptable to provide this number as a range?
- R9.** You should propose the maximum number for both genders.
- Q10.** From the Proposed Service Summary Form, what is the 504 Assurance of Compliance – where would we find a copy of this form/certification?
- R10.** The Certification of Compliance is issued to Vendors who are licensed by the Department and certifies a Vendor's compliance with Title VI of the Civil Rights Act of 1964, as amended, Player, et. al., v. State of Alabama Department of Pensions and Security (Human Resources) et. al., Court Order and Judgment; and Section 504 of the Rehabilitation Act of 1973, as amended, Americans with Disabilities Act of 1990.
- Q11.** p. 16 Section 3.2 L. a. states that youth may share housing with one (1) other person of the same age and sex. Does that mean that we can place 2 IL youth in the same apartment as long as there is 2 bedrooms? This criteria is for ILP youth. Can 2 TLP youth be placed in the same foster home?



R11. Yes. Yes, as long as the foster home has the licensing for two children.

Q12. p. 16 Section 3.2 L. d. states that vendors are responsible for assisting youth in “locating” household articles and supplies. Who is responsible for paying for the articles and supplies?

R12. DHR.

Q13. p. 17 Section 3.2 U. states that the vendor must “ensure that each child receives routine and emergency medical care”. Is the vendor financially responsible for this medical care?

R13. No.

Q14. p. 17 Section 3.3 B states that the vendor must provide “basic living skills training a minimum of one (1) hour daily.” Section 3.2 P. has a table of decreasing supervision from daily supervision the first week to once a week after the fifth week. Is daily BSL training required even as supervision is decreased to less than daily? This would seem to imply that the vendor would have to have staff meet with the youth in their independent living setting (apartment) every day to deliver the basic living skills training. Such a practice would be extremely costly to the vendor. Is this an accurate interpretation? Additionally, page 18, Section 3.4 L states that youth in an independent living setting require daily social contacts. This appears to conflict with the requirements in Section 3.2.P.

R14. No. 3.4 L does not appear to be in conflict with 3.2p

Q15. p. 18 Section 3.3 H states that the vendor must make quarterly contact with the youth’s therapist. Can the youth be seen by a vendor therapist?

R15. This is an ISP team decision.

Q16. p. 19 and elsewhere in the RFP it refers to “All services billed as Medicaid Rehab services must be in compliance with Chapter 105 of the Medicaid Rehab Manual and are not to exceed the daily caps. If the vendor provides services that are reimbursable by Medicaid, do we get to retain those funds?”

R16. No.

Q17. 4.2.5.1.6 – Background Checks, pg. 22

- a. In this section, the RFP states: “Provide documentation that each employee has had an Alabama Bureau of Investigation (ABI) and a Federal Bureau of Investigation (FBI) criminal background check.” What constitutes “documentation” in this context?



R17. Indicate that you will have on file the information that will document that ABI/FBI and CAN clearances have been completed.

- Q18.** 4.2.5.3.6 – Natural Disaster Evacuation/Pandemic Plans, pg. 23
- b. Section 4.2 Proposal Format (pg. 20) states that the proposals must not exceed 100 pages, which is the same as in previous RFPs. However, Section 4.2.5.3.6 states that we must provide a “detailed description of their evacuation plan in case of natural disasters”, which is a new requirement. Similar plans from similar institutions run from 20 to 60+ pages. Will there be an addition to the allowable page limit? Or do you anticipate we will include the new plan within the current page limit? That would require some significant shortening of other sections of the proposal.
 - c. Does DHR have a sample plan to give us guidance?
 - d. How much detail does DHR want in the plan?
 - e. Please offer additional guidance about the content and length of the plan.
 - f. Does DHR have its own plan that will need to be incorporated into our plans?
 - g. Does the state of Alabama have plans that need to be incorporated into our plans?
 - h. ILP youths are often located in scattered-site single-occupant apartments.
 - i. In the event of natural disaster, where communications such as land-and wireless-access phone service are disrupted, what type of oversight does DHR expect the vendor agency to provide ILP youth?
 - ii. In the event of a pandemic, what type of guidance/service does DHR expect the vendor agency to provide to prevent/track infection of ILP youth?
 - iii. Will DHR be providing/paying for vaccinations for its clients in custodial care in the event of a declared pandemic?

- R18. b. Submit and outline of the plan and there will be further discussion prior to contracting if they are chosen. No additional page limits will be allowed.**
- c. DHR does not have a sample plan.**
- d. Detailed enough to outline that children will be safe.**
- e. Discuss at vendor conference**
- f. No**
- g. No**
- h.**
- i. Youth in ILP need to be routinely updated on evacuation plans when there is a disruption of services.**
 - ii. Make youth aware of the infection, services and preventions available and assist them in receiving the services that are authorized by the ISP team.**
 - iii. DHR will pay for vaccinations.**

Alabama Department of Human Resources
2009 Transitional/Independent Living Programs



Q19. Basic Residential Services #2009-100-12: 4.2.5.3.4, TLP #2009-100-11: 4.2.5.3.4; Mothers and Infants #2009-100-10: 4.2.5.3.4: & Moderate #2009-100-08: 4.2.5.3.4 – All say “vendors must identify the specific county/counties to be served” – ***Does this mean we are unable to state on the RFP proposal “statewide”? If we must specify the counties does it mean we are unable to accept placement of the child not located in those counties?***

R19. See R1.

Q20. Basic Residential Services #2009-100-12: 4.2.5.4.3, TLP #2009-100-11: 4.2.5.4.3; Mothers and Infants #2009-100-10: 4.2.5.4.3: & Moderate #2009-100-08: 4.2.5.4.3 – “Vendor must comply with all the terms and conditions of.....Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, etc.” – ***What if we are “in process” with compliance with the Rehabilitation Act of 1973? Is this acceptable?***

R20. Then a plan approved by the Vendor’s board should be attached with a time line that shows when compliance will be achieved. That plan will have to be approved by our EEO office before a contract can be issued.

Q21. Basic Residential Services #2009-100-12: 4.2.5.3.6, TLP #2009-100-11: 4.2.5.3.6; Mothers and Infants #2009-100-10: 4.2.5.3.6: & Moderate #2009-100-08: 4.2.5.3.6 – states that all natural disaster evacuation/pandemic plans must be approved by State DHR. ***What happens if State DHR does not approve of what we put in this section of the proposal?***

R21. Since this is a new requirement we will work with the Vendor.