



**Q1.** Section 1.62, W-9 Legal Status Letter or Taxpayer Identification Number Form, Page 8 Section 4.2.3, W-9 and the Legal Status Letter/CP575 or Taxpayer Identification Number, Page 22

In this RFP, Section 1.62 reference Legal Status Letter or Taxpayer Identification Form and Section 4.2.3 reference W-9 and the Legal Status Letter or Taxpayer Identification Number. Do the W-9 and the Legal Status Letter both have to be submitted with this RFP?

**R1. The vendor can submit a legible copy of W-9 legal Status letter or a signed copy of the Request for Tax payer Identification Number form.**

**Q2.** Section 4.2, Proposal Format, Page 22: This RFP does not indicate a page limit. Is there a page limit for the responses? If so, what is the page limit and does that page limit include any appendices?

**R2. There is no page limit for the Intensive Residential RFP.**

**Q3.** Section 4.2.5.1.6, Background Checks Page 24: In this RFP, there is no mentioning of obtaining an ABI/FBI background report for employees. Is this still a requirement?

**R3. IV-E revisions based on FFPSA require that agencies must do fingerprint-based criminal records checks of national crime information databases and child abuse registry checks on any adult working in a congregate care institution (CCI). This includes group homes, residential treatment centers, shelters and any other congregate care settings. There are no exemptions or exceptions for conducting the checks. All adults including adults who do not work directly with children are subject to these requirements.**

**Q4.** Section 4.2.5.3.1 Service Delivery Approach, Page 24: For the curriculums used, many have extensive outlines. Will a summary of the curriculum be acceptable?

**R4. The curriculum outline must be detailed enough to demonstrate that the vendor has the skills, training and knowledge to convince the Department that the time frames projected, work to be accomplished and the outcomes proposed can be accomplished by the vendor. If a summary of the curriculum can accomplish this, then it is permissible.**

**Q5.** Is a pre-proposal conference anticipated?

**R5. No.**

**Q6.** Section 3.0 page 18 Scope of Project: Page 18, line G states "Provide forty (40) hours of pre-service training, including TIPS (Trauma Informed Partnership Permanency Safety) and Reasonable, Prudent Parenting Standards (RPPS)."



Please confirm if this means a shortened version of TIPS (typically 10 weeks) and RPPS are to be added to the current 40-hour new hire orientation program.

Please also advise whether staff hired before October 1, 2019, are required to receive TIPS and RPPS training, since the statement in the RFP is limited to "pre-service" or new hire training for individuals hired after October 1, 2019.

**R6. TIPS is applicable to foster and adoptive parent training. This will not be required of intensive residential providers. RPPS training must be offered at new employee orientation and refreshed with all staff annually.**

**Q7.** Section 4.2.5.3.5 page 25. Proposal Format Instructions: Page 25, line 4.2.5.3.5 states, "Vendors must identify the gender and age of the population to be served."

Please advise what ages of children are eligible to be served with residential services under this project.

**R7. This depends on what agency licenses the program. If DHR licensed, the program may serve a child/youth up to their 21<sup>st</sup> birthday. If DMH licensed, the program may serve the youth up to their 19<sup>th</sup> birthday.**

**Q8.** Section 3.0 page 15: Is a current psychological required?

**R8. Yes.**

**Q9.** Page 16: Who contacts SDHR for permission and how is that expected to be documented?

**R9. The county DHR Office.**

**Q10.** Page 17 Letter O: What outcome data is required to be reported monthly? Q. How do you want us to report the credentials and training? Why is this required when all providers/vendors are required to follow Minimum Standards and meet guidelines of Chapter 105? I. What qualifies as an after hours emergency?

**R10. Response to O and Q: This information will be available post award. The vendor is required to follow minimum standards and guidelines of chapter 33 not chapter 105. An after hour emergency is the hours after your regular business hours.**

**Q11.** Core services 3.2 page 17 G: Has the Department developed guidelines and policy for their staff and providers that can be shared?



**R11. No. Informed consent when psychotropic medications are prescribed is a requirement. How that is handled by different providers is left to their discretion.**

**Q12.** Page 18 Section 3.3 G. Why is TIPs being required in addition to training required by minimum standards? Who is going to train our staff? Providers have difficulty in getting staff timely through the background checks ...adding 40 hours preservice training will be cost prohibited? How are providers expected to meet this if they do not have staff trained in TIPS?? J. Is it acceptable that we partner with a community agency for GED? Will clean forms be posted on the web to be used at submission?

**R12. See R. 6**

**Q13.** Intensive Section 3.2 Program Requirements Page 17, Item M: With regard to the required Quarterly Summary of survey results, is there be a uniform document to be used for the submission of the survey results?

**R13. No, more information will be provided post award.**

Page 18, Item G: With regard to the required pre-service TIPS training: a) Can the 30-hour Deciding Together course be utilized (b) Are staff not allowed to begin employment until this requirement is fulfilled or may they fulfill this mandate during the agency 90-day probationary hire period.

**R13. See R. 6**

**Q14.** Section 4.2.5.1 Vendor Qualifying Information Page 23, Item 4.2.5.1.1: Does the Department have a list of nationally recognized service models which have been approved by the Department.

Page 24, Item 4.2.5.1.4: This agency will consider key staff to be those holding positions from Executive Director to Case Manager/Aide - does the Department have a definition for key staff

**R14. No; key staff is staff primarily responsible for the program.**

**Q15.** Section 4.2.5.2 Page 24: If the agency has audited financial statements for year 2018 and auditor letters form 2017 and 2016 can these be submitted in lieu of 2017, 2016 and 2015

**R15. No, please submit the financial statements requested in the RFP.**

**Q15.** Section 3.2 Program Requirements Page 17, Item P: With regard to the required Quarterly Summary is there a uniform submission format

**R16. No, more information will be available post award.**

*Alabama Department of Human Resources*  
***Intensive Residential Programs RFP# 2019-100-05***



**Q17.** Section 3.3 Core Services Page 18, Item C: Would Deciding Together be an acceptable alternative to the required TIPS training; Can TIP and/or Deciding Together be provided during the 90-day employee probationary period or must this training be provided prior to beginning employment.

**R17. See R. 6**