



Q1. Section 1.6.3, pg. 8, Disclosure Statement

The links provided in the RFP to access the Disclosure Statement are invalid. Will the Department provide corrected links to ensure the Vendor has access to the appropriate document?

R1. Yes, log onto the Attorney General's web site at www.ago.alabama.gov click on *Publications and Forms* and select *Disclosure Statement*. Vendors may also click on the following link for a copy of the Disclosure Statement: (online fill-in) <http://www.ago.alabama.gov/File-AL-Vendor-Disclosure-statement> when connected to the internet.

Q2. Section 3.5, pg. 17, Service Delivery

The Vendor will serve a minimum of 30 families or 70 individuals based on the needs as identified by the ISP. Is this an annual number or is the team expected to carry 30 families each month? Is there a time limit that the Vendor can work with a family?

R2. The team is expected to carry at least 7 families per month. The time limit to work with each family is contingent on each family's needs, the ISP team and the progress of each family.

Q3. Section 3.11, pg. 23, Tracking

Is there a certain length of time you expect a family to be tracked after case closure (for example: 1 year)?

R3. The length of time a family is expected to be tracked is at least 24 months.

Q4. Section 5.0, pg. 29, Cost Proposal

If a child is placed out of home while we're working with a family, would the Vendor work with the family in separate sites? Is the Vendor responsible for finding placement for the child?

R4. Continued services to the family when a child is placed outside the home it is determined on a case by case basis. The vendor is not responsible for finding a placement for the child, but is expected to participate in an ISP meeting to discuss the most appropriate placement for a child.

Q5. Section 5.0, pg. 29, Cost Proposal

The current rate for Wraparound services is \$2,013 per month for one family for preservation and reunification. In the new cost proposal, is it your intention that the monthly rate goes down to \$1,970 per month per family? If one of those family members gets placed out of home, the rate goes to \$3,442.97. Is the agency then responsible for the services and the cost of that out of home placement?



R5. The vendor may continue to work with the child and family on a case by case basis, however if the child is removed from the home, the County will incur the cost of placement and services that are not related to WRAP family preservation services.

**Q6. Section 5.1, pg. 29, method of Payment
Per your cost reimbursement basis, is it your intention that the Vendor invoice at the end of the month using the monthly rate stated in section 5.0?**

R6. Yes.

Q7. Section 3.12, page 23 states “Medicaid billing is not an option for this procurement.”

However, page 20 Section 3.6 Q states the provider is required to “provide assistance with and the assurance that Medicaid documentation of provided billable services is being properly maintained...” and page 7 Section 1.2 states “vendor must meet requirements for staffing ratios and credentials per Medicaid Vendor Manual...”

Please clarify the purpose for Medicaid documentation and staffing credentials if Medicaid billing is not allowed.

R7. Medicaid billing is not allowed for this procurement.

Q8. Section 5.0 Cost Proposal, page 29 states “A narrative description of each line item and also the responsibilities of all personnel must also be submitted.”

- a. Do they need a narrative for each year, or can this be combined?
- b. Must the narrative be separate, or can the descriptions be included on the budget form?
- c. If separate, does this count towards the 100 page limit?
- d. Given the 100 page limitation, can we refer to the position descriptions in the narrative proposal?

**R8. a. Yes, a narrative is needed for each year.
b. Yes, the narrative must be separate.
c. Yes, the narrative should be concise although descriptive.
d. Yes.**

Q9. Section 5.1 Method of Payment, page 29 states “Payment for services provided pursuant to this procurement will be made on a cost



reimbursement basis. However, section 5.0 Cost Proposal (on the same page) gives the rate structure.
Please clarify, will this be paid by rate structure vs. cost reimbursement?

R9. Vendors will be paid using the rate structure.

**Q10. Section 5.1 Method of Payment, page 29 states “Administrative costs must not exceed 10 percent.”
Please clarify...10% of what, the total budget?**

R10. Administrative costs should not exceed 10% of the total budget.

Q11. Section 3.0, *Service Description*, Page 15: “Services must be provided to families and children daily.”

Is your vision for each family to receive daily services.

R11. This will be determined on a case by case basis depending on the needs of the family and the ISP team.

Additional Questions:

Q12. Section 3.3, *Staffing and Caseload Restrictions*, Page 16: First sentence states, “The Wraparound Team will service a minimum of thirty (30) individuals or families...”

Please clarify whether this is 30 families at any given time or during the course of the contract period.

Is there a projected maximum number of families to be served?

R12. Seven families must be active at any given time.

Q13. Section 3.3, *Staffing and Caseload Restrictions*, Page 16: Second sentence, regarding Supervisor, concludes, “...with no restriction on caseload size.”

Question: Since the supervisor will be responsible for leadership of the Wraparound Team, what do you envision would be a reasonable caseload size for the supervisor to carry in order to be effective as both a therapist and a team leader?



R13. The supervisor will not only provide supervision and support to the case manager, family support workers, clerical worker and but will also provide in-home counseling, crisis intervention and/or other services as identified in the ISP with no restriction on caseload size.

Q14. Section 3.6, *Wraparound Service Requirements*, Page 18: Second sentence, "The Wraparound Team staff will be housed in a limited number of offices at the Department."

Question: Does the applicant need to include funds in its budget to cover the cost of office space and related occupancy costs (utilities, desk phones, furniture) or will this be fully covered by Shelby County DHR?

R14. Due to limited space at Shelby County DHR, this cost will need to be included in your budget.

Q15. Section 3.11, *Tracking*, Page 23:

Question: Will the Shelby Wraparound vendor submit monthly state tracking reports similar to other vendors of existing preservation and reunification services?

R15. Yes, per RFP Vendors are expected to provide all reports to the Department which is required in case management and tracking for service utilization.

Q16. Section 5.0, *Cost Proposal*, Page 29:

Question: Is there a limit on the number of children in the home that would be reimbursed per family at the in-home room and board rate?

R16. No.

Q17. Section 5.0, *Cost Proposal* and Section 5.1, *Method of Payment*, Page 29:

Question: Please Clarify Rate Structure (included in Section 5.0) vs. Cost Reimbursement (included in Section 5.1) as these two sections are conflictual. Will DHR reimburse the vendor based on the rate structure provided in section 5.0, which is based on the number of children/families served, or will DHR reimburse the vendor for the cost of providing the service, as described in 5.1?

R17. Vendors will be paid using the rate structure.