



**ALABAMA DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR INFORMATION**

PROCUREMENT INFORMATION

RFI Number: 2017-100-07	RFI Title: <i>Crisis Intervention Placement Programs</i>
Response Due Date and Time: <i>Thursday, October 05, 2017</i> 12:00 p.m., Central Time	Number of Pages: 9
Procurement Officer: Vicki Cooper-Robinson, Procurement Manager Phone: (334) 353-2471 E-mail Address: vicki.robinson@dhr.alabama.gov Website: http://www.dhr.alabama.gov	Issue Date: August 25, 2017 Issuing Division: Family Services Division

INSTRUCTIONS TO VENDORS

Submit Response to: Starr Stewart, Director Office of Procurement Alabama Department of Human Resources Gordon Persons Building, Room 2153 50 Ripley Street Montgomery, AL 36130-4000	Label Envelope/Package: RFI Title/Number: <i>Crisis Intervention Placement Programs RFI# 2017-100-07</i> Response Due Date: <i>Thursday, October 05, 2017</i> Special Instructions:
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VENDOR INFORMATION
(Fill in the information fields below and return this form with RFI response)

Vendor Name/Address:	Authorized Vendor Signatory: (Please print name and sign in ink)
Vendor Phone Number: ()	Vendor FAX Number: ()
	Vendor E-mail Address:

Indicate whether this response is an original or a copy. Original Copy

Total number of Responses pages: _____

Trade Secret Declarations: (reference section/page(s) of trade secret declarations)

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SCHEDULE OF EVENTS

The following RFI Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 12:00 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the Department's website at www.dhr.alabama.gov. Vendors should refer to the website periodically for changes to the RFI.

EVENT	DATE
RFI Issue Date	August 25, 2017
Deadline for Receipt of Written Questions	September 07, 2017
Deadline for Posting of Written Responses to Questions	September 14, 2017
Response Due Date	October 05, 2017

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as “the Department” and “DHR”) seeks information from vendors on *Crisis Intervention Placement Program (CIPP)* to children in the custody of the state. A crisis intervention placement program is a congregate care setting, which provides room, board and a basic array of services in a temporary setting. These programs must meet the minimum requirements for group homes as defined by the Minimum Standards for Residential Child Care Facilities. CIPP services are to be used in rare circumstances when more permanent, planned placement services are not feasible due to extenuating circumstances, e.g. the late hour of the day, unknown family history or support etc.

A more complete description of the services sought for this project is provided in *Section 2, Scope of Project*. Responses submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.1 ELIGIBLE ENTITIES

Eligible entities may include governmental agencies, faith-based organizations, non-governmental public or private organizations and individuals who: 1) are legally authorized to conduct business within the State of Alabama; 2) possess a high degree of professional skill in the area of service described in this document; 3) possess the skills needed to perform the services described in this RFI; and, 4) meet the terms and conditions of the RFI. In addition, applicants must demonstrate the ability to manage Department funds in accordance with Federal and State regulations and guidelines.

1.2 REQUIRED LICENSURE/CERTIFICATION/CREDENTIAL

Vendors must be licensed by the Department of Human Resources (Residential Child Care Facility License). Vendors must meet the licensing criteria set forth in the Minimum Standards for Residential Child Care Facilities, if services are to be provided in the congregate setting. CIPP services must be provided in the group home setting with no more than **ten (10)** residents per home. Youth placements shall fall into the following two settings:

Placement for youth ages 12-15

Placement for youth 16 and older

The placement groups described above may not be served in the same home. Vendors must present a plan to ensure safety for younger children when serving a variety of age groups in one location. Vendors must describe how they will meet the requirements for staffing ratios and education as required by the license.

1.3 POINT OF CONTACT

From the date this Request for Information (RFI) is issued, all communication must be directed to the procurement officer in charge of this solicitation. **Vendors must not communicate with any Department staff or officials regarding this procurement with the exception of the procurement officer.** Any unauthorized contact will disqualify the vendor from further consideration. Contact information for the point of contact is as follows:

Vicki Cooper-Robinson, Procurement Manager
Office of Procurement
Alabama Department of Human Resources
Gordon Persons Building, Room 2153
50 Ripley Street
Montgomery, AL 36130-4000
Telephone Number: (334) 353-2471
E-mail Address: vicki.robinson@ahr.alabama.gov

1.4 REQUIRED REVIEW

1.4.1 REVIEW RFI

Vendors should carefully review the instructions, mandatory and general requirements, project specifications, and the standard terms and conditions in this RFI. After a thorough review of the RFI, if the vendor identifies any ambiguity, inconsistency, unduly restrictive specifications, or error, promptly notify the procurement officer identified above in writing, via e-mail or courier by the deadline for receipt of questions as stated in the Schedule of Events.

1.4.2 VENDOR'S QUESTIONS

Vendors with questions or requiring clarification regarding any section of this RFI must reference the RFI by title and number and submit written questions via e-mail or courier to the procurement officer referenced above by 3:00 p.m. (CST) *Thursday, September 07, 2017*. Each question must reference the section, page, and item in question. Vendors must submit all questions posed in a single email message to the procurement officer. Questions received after the deadline will not be considered.

1.4.3 DEPARTMENT'S RESPONSES

The Department will provide an official written answer by *Thursday, September 14, 2017* to all questions received by the deadline on *September 07, 2017*. The Department's response will either provide clarification of the applicable issue or be in the form of a correction to this RFI. Vendor questions and the Department's responses, as well as any formal written addendum will be posted on the Department's website at www.dhr.alabama.gov by the close of business on the date listed.

1.4.4 DEADLINE FOR RECEIPT OF RESPONSES

Responses must adhere to the format requirements and must be received by the deadline for receipt of responses as specified in the Schedule of Events and Section 1.3 *Required Copies and Deadline for Receipt of Responses*.

1.5 SUBMITTING A RESPONSE

1.5.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF RESPONSES

Vendors must submit **one (1)** original response, five **(5)** copies and **one (1)** electronic (PDF preferred) copy on CD, DVD, or thumb drive clearly labeled with the Vendor's name and the RFI title and number to:

Starr Stewart, Director
Office of Procurement
Alabama Department of Human Resources
Gordon Persons Building, Room 2153
50 Ripley Street
Montgomery, AL 36130-4000

Responses must subscribe to the section/subsection headings and numbering format (i.e., **3.2 Vendor Qualifying Information**) as specified in *Section 3.0 Response Format and Instructions*. Responses must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the *RFI# 2017-100-07 Crisis Intervention Placement Programs*. **Responses must be received at the receptionist's desk of the Resource Development-Office of Procurement by 12:00 p.m., local time, Thursday, October 05, 2017.** Faxed and electronically submitted responses to requests for information are NOT accepted.

SECTION 2: SCOPE OF PROJECT

2.0 CRISIS INTERVENTION PLACEMENT PROGRAM (CIPP)

The vendor will provide information to the department on the criteria needed to develop a crisis intervention placement program. A crisis intervention placement program is a congregate care setting, which provides room, board and a basic array of services in a temporary setting. These programs must meet the minimum requirements for group homes as defined by the Minimum Standards for Residential Child Care Facilities. CIPP services are to be used in rare circumstances when more permanent, planned placement services are not feasible due to extenuating circumstances, e.g. the late hour of the day, unknown family history or support etc.

2.1 POPULATION TO BE SERVED

The vendor must describe the population to be served in a crisis intervention placement program. Placements in the program shall be for only as long as needed to diffuse a crisis situation and/or until a more permanent placement can be identified. **The ages of children that may referred to CIPP programs are 12-20.** Youth that are already in the custody of the Department prior to their 18th birthday but have not reached their 21st birthday may also be referred for CIPP placements.

2.2 LENGTH OF PLACEMENT

The vendor must describe the length of placement not to exceed sixty days. In determining placement and length of placement a vendor should make sure a child or youth's permanency goal and needs identified in the Individualized Service Plan (ISP), including obtaining supporting documentation for the subsequent placement, such as the scheduling of a psychological evaluation and Multi-dimensional Assessment Tool (MAT), etc. An ISP meeting must be held at the time of placement with a plan developed to include discharge planning to be achieved during the 60-day placement period.

CIPP placements shall occur only when the county has exhausted all less restrictive placement venues, including relatives and traditional foster care. Vendors must address in the request for information how they will explore this requirement with referring DHR offices.

2.3 CERTIFICATION REQUIREMENTS

Vendors must meet the licensing criteria set forth in the Minimum Standards for Residential Child Care Facilities, if services are to be provided in the congregate setting. CIPP services must be provided in the group home setting with no more than **ten (10)** residents per home. Youth placements shall fall into the following two settings:

Placement for youth ages 12-15

Placement for youth 16 and older

The two above described placement groups may not be served in the same home. Vendors must present a plan to ensure safety for younger children when serving a variety of age groups in one location.

2.4 DISCHARGE PLANNING

Discharge planning must begin at the time of placement. In the Request for Information (RFI), vendors must address how CIPP services will be delivered and how they will affect lasting outcomes for permanency through effective discharge planning with appropriate stakeholders. Request for Information must indicate how the vendor will participate in identifying and engaging appropriate family or other significant parties to ensure the best placement after discharge from the program and what services may be required to prevent re-entry into foster care.

2.5 REJECTIONS/EJECTIONS POLICY

Each Request for Information must provide specific details on how the vendor will meet the following criteria for rejection and ejection from the program.

2.5.1 REJECTION

All children meeting the criteria of the CIPP shall be considered for placement. Rejections shall be reported to the county and to SDHR-Division of Resource Management, Office of Contracts on a monthly basis.

2.5.2 EJECTION

Vendors will be allowed to eject a child from the program for the following reasons without a 30-day written notice: attempted suicide or **validated** threats, homicidal attempts or **validated** threats, the need for intensive substance abuse treatment, or substantial destruction of property in the amount of \$5,000 or more **and** which will jeopardize the health or safety of other residents. **Validated** means that the child has been evaluated as having a plan for the suicide or homicide attempt and that, if presented with the means, in all likelihood the child/youth will make the attempt.

SECTION 3: RESPONSE FORMAT AND INSTRUCTIONS

3.0 RESPONSE FORMAT

Responses must not exceed **Fifty (50) pages**, including attachments and must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12, black print. Responses must be printed/copied onto one side of standard (8½ x 11) white typing/copier paper. *Paragraphs must be double-spaced.* All responses (the original and copies) must include labeled tabs that correspond with the bolded sections and subsections (titles and numbers) to which the information pertains as specified in Section 2 of this document.

Do not use adhesive tabs (on pages of the responses), tabs with paper inserts, sheet protectors, rings or prong fasteners. Vendors should avoid the use of elaborate presentations and binding materials beyond that which is sufficient to present complete and effective responses. **Responses that do not adhere to the specified format may be deemed non-responsive.**

3.1 COVER SHEET

The first page of each response must be the completed **Cover Sheet** (RFI cover sheet) with an original ink signature of the person(s) legally authorized to bind the vendor to the response. **Responses without signatures of persons legally authorized to bind the vendor to the proposal will be rejected.** The cover sheet must also include the name of the contact person and contact information of the person authorized to act on behalf of the vendor (do not number this page). Vendors must also provide their federal employer identification number and DUNS number. Also, denote the original response and copies by placing a check in the appropriate box on the cover sheet.

3.1.1 TABLE OF CONTENTS

The Cover Sheet should be followed by the “**Table of Contents**”, which should list all sections, subsections and page numbers. Numbering of the Response pages should begin with page 1 of the Table of Contents. Page numbers should be placed in the right corner of the bottom margin.

3.2 VENDOR QUALIFYING INFORMATION

Vendors are asked to specify how long it has been in the business of providing services similar to those requested in this RFI and under what company name. Also list all names it has used when conducting business. Vendors are asked explain their expertise or history in the provision of such services or identify a nationally recognized model that has proven to be successful that will be used in the provision of services under this RFI. Vendors should include an organizational profile including the number of employees.

3.3 SERVICE DELIVERY APPROACH

Vendors are asked to include a detailed description of the work plan and the methods to be used that will convincingly demonstrate to the Department what the vendor intends to do, the timeframes necessary to accomplish the work, and how the work will be accomplished. In your description, please describe what the program would look like and any barriers to providing this service. *All services as specified in Section 2: Scope of Project must be addressed in the Service Delivery Approach.*

3.4 COST RESPONSE

Vendors are asked to provide a detailed budget outlining all the costs that should be included in the development of a crisis placement program.