

**Basic Residential Services For Children**



- Q1.** Agency currently is a child placing agency and has a license for Therapeutic Foster Care. If we are applying for the full continuum (i.e.; Basic, Moderate, Mother's and Infants, Transitional and Independent Living, and Traditional Foster Care) do we have to submit application for licensure on each of these individual programs?
- R1.** **If a provider is providing full continuum services and are going to use congregate settings, the provider must have a Child Placing Agency license and a Residential License. Licenses can be for several levels or care.**
- Q2.** Page 7 Section 1.2 - Do we have to have a "Child Placing Agency" license?
- R2.** **A Basic Residential Provider does not have to have a Child Placing Agency license.**
- Q3.** Can you explain "acceptable diagnosis range of 290-316?"
- R3.** **Children that are referred to Basic Residential Care do not have to have an DSM-IV Axis I diagnosis.**
- Q4.** Page 16 Section 3.2.0 - What is the format prescribed by DHR?
- R4.** **Unable to answer this question**
- Q5.** Page 20 Section 4.2.5.1.5 - Is it interested in general requirements and qualifications of positions or is it interested in specific people.
- R5.** **Positions. We do not need the names and qualifications of persons filling specific positions.**
- Q6.** **Page 20 Section 4.2.5.1.7 - Is it looking for specific information with employee names or is it looking for procedures we follow. Do we need to include signed statement verifying we've followed our procedure with all employees?**
- R6.** **Both.**
- Q7.** Do we simply sign a statement saying "We warrant and represent to the Department that we accept and agree with all certification and terms and conditions of this RFP"? If more than that is required how should we present this?
- R7.**
- Q8.** **Page 25 Appendix A - What do we do with this? Do we include it in the proposal? Do we sign it?**
- R8.** **Question is unclear**

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**Q9.** It states the ages as 16-21. The "Transitional and Independent Program and Placement Requirements" manual from Dec 1, 2006 says age 17-21 (page 2 Section 1.C). Can we place 16 year olds in a Transitional Living Program? In section 3.2 there are some items that apply to ILP but do not apply to TLP. If we only want to provide TLP do we skip those items or "N/A" them? Can we do TLP without doing ILP?

**R9.** Sixteen year olds can be placed in TLP. If a provider does not choose to provide both services, they need to identify whether they will be providing TLP or ILP and address the issues in those service areas.

**Q10.** Page 20, Section Proposal Format and Instructions, Item 4.2.5.3.2, Start-Up Plan

Vendors are instructed to provide a detailed project schedule and work plan for these projects. In Section 6: Evaluation Criteria of this RFP this item is valued at 100 points.

**a)** How should providers that are already providing services program services respond to this item since there is no start up necessary? If we do have to write a start-up plan, it seems it will necessarily mimic the Service Delivery section since a new contract will be a continuation of program currently in place, will not require hiring of new staff or opening new facilities - and the services delivered will be described in both places.

**b)** Will current providers receive the total 100 point value since they are already operational or do we need to provide a description of services in Start-up Plan and again in Service Delivery?

**R10. a)** The provider should address that they are already prepared to provide the services beginning the first of the fiscal year.

**b)** Providers need to address how they are already prepared to provide the service

**Q11.** 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

**R11.** 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.

**Q12.** Page 15, Section 3.2 C - Will children with V code diagnosis be ineligible for services?

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**R12. Yes. No DSM diagnosis is required at this level of care.**

**Q13.** Page 16, Section 3.2 G - Are "house parents" an acceptable staffing pattern for a basic program?

**R13. Yes**

**Q14.** Page 16, Section 3.2 P - Will DHR provide a standardized discharge survey?

**R14. No**

**Q15.** How many slots will be awarded for each service in each region?

**R15. Slots will be determined by the need of the region. That number has not been established at this time.**