



Q1. In Section 3.0: SCOPE OF PROJECT, page 16, paragraph F states: Assist in developing a behavioral or crisis management plan for the youth.

Regarding the behavior or crisis management plan, is this to be developed during the placement ISP and is it required for all youth admitted to the program to have a behavior or crisis management plan, irrespective of there being identified behavioral issues?

R1. This would be as needed in partnership with the ISP team.

Q2. In Section 3.0: SCOPE OF PROJECT, page 16, paragraph K states: Ensure that youth are receiving needed educational services, including homework assistance (not tutoring), participation in and follow-up on children's IEP's, monthly contact with the schools of the residents, quarterly site visits with the schools of residents, transportation to school, and access to alternative educational settings as identified in the family's ISP. An emphasis should be placed on training youth toward increasing responsibility of managing their own educational outcomes with appropriate supports.

Please differentiate between homework assistance and tutoring. Is homework assistance the preferred verbiage as opposed to tutoring or can they both be utilized to meet the identified educational needs of youth within the program?

R2. This references two different verbiages. Homework assistance would reference normal guiding of youth in understanding assignments received from school. Tutoring would be provided when there becomes an educational need identified through the ISP team.

Q3. Have the number of slots for TLP and ILP changed? If so, how many are available for each program?

R3. The Department has no predetermined number of slots for this request for proposals (RFP).

Q4. In Section 1.3: CONTRACT TERM it states: The initial contract term is for a period of three (3) years beginning October 01, 2019 and ending September 30, 2021. Renewals of the contract, as agreed upon by both parties, may be made at one (1) year intervals, or any interval that is advantageous to the Department, not to exceed a total of two (2) years, at the option of the Department. Selected vendors must be fully operational on October 01, 2019.

Please indicate if the contract term is for two years or three years if it begins October 01, 2019 and ends September 30, 2021.

R4. The initial contract term is for three years from October 01, 2019-September 30, 2021.



Q5. Section 4.2 pg.23

Proposal Format

Page 23 states, “All proposals (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 4 of this document. Do not use adhesive tabs (on pages of the proposal), 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 proposals.”

Please advise the Department’s preference on what supplies should be used to bind the final printed copies of the proposal.

R5. The final copies of the proposal can be bonded by binder clips, individual binders or bound via a binding machine.

Q6. Appendix E 38

The cost proposal form multiplies the number of slots x the fixed rate x the number of days in the year to calculate the year’s total cost.

Please advise if the fixed rate amount on the form should reflect both the daily room/board rate and the amount we bill to Medicaid, together.

R6 Room and board rate is included in the maximum board rate. The maximum daily rate should not exceed \$82.16 for Transitional Living and \$75.60 for Independent Living.