



**Q1. Which vendor currently has the contract?**

**R1. Gateway .**

**Q2. What are the number of slots for services – they mentioned 30 families – is that 30 per year or 30 average daily census (there’s probably a better way to say that).**

**R2. Minimum of 30 families per year.**

**Q3. What’s the average caseload for the workers ?**

**R3. At least seven families are served per program guidelines each month.**

**Q4. Is the department hoping to contract with multiple vendors or just one?**

**R4. One vendor.**

**Q5. Can an agency choose to merge positions if reasonable/manageable?  
Example: transportation specialist and clerical staff?**

**R5. Please see Section 3.2 in the RFP which addresses number of staff.**

**Q6. What are the maximum caseloads per position?  
Re: Page 15 3.1 Staff Qualification Requirements**

**R6. At least seven families are served per program guidelines each month.**

**Q7. What is maximum number of referrals at any given time and annually?  
Re: Page 16: Section 3.3 Staffing and Caseload Restrictions  
The Wraparound Team will service a minimum of thirty (30) individuals or families based on the needs identified in the Individualized Service Plan (ISP) process.**

**R7. At least seven families are served per program guidelines each month.**

**Q8. Please provide clarification regarding the total number of hours of supportive service to be provided each week, to each family.  
Page 16 Section 3.5 Service Delivery Re: The Wraparound Team will accept cases (families) totaling thirty (30) hours of in-home services intervention per week. The thirty contact hours provided by the Wraparound Team will include travel time between client family homes and sufficient time for mental health consultation and documentation. The Wraparound Team will strive towards obtaining as many hours of in-home intervention as possible to meet the**



growing demands of referred families. The worker will serve the family through the home with work hours flexing to meet the criteria of the needs.

**R8. Services will be based on the needs identified in the ISP and based on the ISP team decisions.**

**Q9. What is the anticipated or average length of stay per youth/family?**

**Re: Page 17 3.6 Wraparound Service Requirements - All services will be based on the needs identified in the ISP and based on ISP team decisions.**

**R9. Length of service will be determined based on the goals of each family, progress being made and based on the ISP teams decision making.**

**Q10. Please confirm proposal narratives must be single-spaced however between paragraphs proposals should be double spaced. Re: Page 23: 4.2 PROPOSAL FORMAT: Proposals must not exceed one hundred (100) pages, including attachments and must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12, black print. Proposals must be printed/copied onto one side of standard (8½ x 11) white typing/copier paper. Paragraphs must be double-spaced.**

**R10. Yes.**

**Q11. Are all rates provided per month or per service period?**

**Re: Page 28 Section 5.0 Cost Proposal: The rate structure for this procurement is as follows: In home room and board \$1,970.00; Out-of-home room and board for one child \$3,442.97; Add on rate for each additional child in out- of-home \$1,721.49**

**Q12. Section 3.0 pg.14**

**Case Time Is there a maximum amount of time the Wrap Team can work with an individual family?**

**R12. Length of service will be determined based on the goals of each family, progress being made and based on the ISP teams decision making.**

**Q13. Section 3.0 pg. 14 Service Delivery**

**The RFP states Services must be provided daily to the family. Does this mean face to face, or the vendor can also contact by phone?**



**R13. Services will be based on the needs identified in the ISP and based on the ISP team decisions.**

**Q14. Section 3.1 pg.14 Physicians Statement**

The RFP states all staff providing in-home services must provide a physician's statement certifying they are free of infectious or contagious diseases. Does this include having the COVID vaccine?

**R14. Yes.**

**Q15. Section 3.4 pg.15 Emergency Intakes**

The RFP states vendors will be available 24 hours per day, 7 days per week, 365 days per year. Does this include emergency intakes?

**R15. Yes.**

**Q16. Section 3.5 pg.16**

ISP The RFP states that if possible, vendors attend the first ISP. If needed can the vendor open the case without the DHR worker present

**R16. No.**