

Questions for TLP/ILP RFP# GB2024-100-11

Question #	RFP Section	RFP Heading	Question	Answer
1			Is submission of the Electronic RFP in a PDF acceptable or is different format preferred	Yes
2			If there are technical issues with electronically submitting the proposal (ex: file is too large to send via email), is there an appropriate point of contact to ensure timely receipt of the RFP or to resolve any technical issues?	It is the vendor’s responsibility to submit the proposal timely and to ensure that the file is transmitted electronically to the procurement officer. If multiple emails are needed to submit the proposal to the procurement officer or if a zip file is needed to be utilized, please contact procurement officer prior to submittal to ensure the emails are processed together.
3			Will we receive email confirmation that the RFP has been received?	Procurement Officer will send an email once the proposal is accepted as complete.
4	Page 17 – 4 th bullet point		“utilize specific admission criteria to include obtaining a copy of the youth’s Alabama Transition Plan and Youth Assessment Summary”- if these documents are not provided with the referral or are not promptly received for consideration, does this language prohibit us from accepting a youth until we have received and reviewed the required documentation? If yes, how does this count against our utilization rate?	For ILP placements, these documents would be completed before the Office of ILP will approve the placement. For TLP, receiving these documents should be required along with other documents requested from vendor prior to placement.
5	Page 17 – 5 th bullet point		“Provide the contact information for intake staff, Directors, and Chief Executive Officers to the County DHR Offices and State DHR-Resource Management Division for after hours emergencies”- Can we be provided with appropriate contacts for each County to ensure we are able to provide our after-hours contact information to each county? Will County office information be updated regularly to ensure providers are able to communicate with	Yes

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			the correct point of contact for any changes in points of contact for after-hours referrals?	
6	Page 17 – 9 th and 10 th bullet point		both reference Behavioral Management plan- is there a specific format for this? Is the development of this primarily the responsibility of DHR with agency input or the responsibility of the agency with DHR input? Is the Crisis management plan different from the Behavioral Management plan? If so, is there a specific format for the Crisis Management Plan?	Family Service has policy regarding Behavioral Management and should be discussed and agreed upon by ISP team.
7	Page 17 – 12 th bullet point and Page 20 – 6 th bullet point		will the DHR-FCS-2140 form be submitted through the DHR portal?	By email to ilp@dhr.alabama.gov .
8	Page 18, 8 th bullet point and Page 21, 4 th bullet		“Monitor and administer medication...Demonstration related to medication competency should be assessed with a focus on building capacity...” Does every youth require a medication competency assessment? Is there a specific, standardized assessment tool or protocol that will be provided by DHR?	Details should be addressed through ISP team and documented in ISP.
9	Page 19, 1 st bullet point	after Responsibilities of ILP programs	Maintain safely staffed, secure settings which adhere to state standards”- For youth residing in apartments, is this referencing staffing of the apartment complex? Is there a specific state standard that is being referenced here?	No
10	Page 20, 3 rd bullet point		Who is responsible for ensuring housing units comply with the HUD Inspection Checklist?	Vendor.
11	Page 22, 8 th bullet, #2		If ILP youth are sharing an apartment and a youth identifies as the same gender, but is not biologically the same gender, will this be considered an exception?	Currently, the Department sets placement by birth gender.

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12	Page 24	3.6 Reject/Closure Policy. 3.7 Outcome tracking	Will the Department provide the formula being utilized to determine rejection rate, ejection rate, and unsuccessful closure rate?	Rejection – RFP states “No available Slots” is only exception Immediate or 30-day discharges are Unsuccessful discharges.
13	Page 24	2nd bullet point	“The percentage of the children needing additional services that the County Department of Human Resources are required to reimburse and the reason for these additional services.”- There appears to be some additional information needed in this point. We are unclear about its meaning.	If additional services are provided by the county to maintain a youth, such as a sitter or BA, then this is what would be tracked in this area.
14	3.3	Responsibilities of the Programs	Assist in developing a behavioral or crisis plan for the youth. Is this plan developed at intake or per incident? What steps can be taken to ensure county responsiveness?	State Office of ILP can assist as needed, but youth in these placement should not rise to this level of care.
15		Responsibilities of the Programs	Utilize the Independent Living Skills Assessment of youth 14 and older. Providers shall incorporate the assessment outcomes into service planning and curriculum and provide opportunity for youth to develop independent skills including but not limited to Is the County or the provider responsible for providing/completing the Living skills youth assessment?	County Staff.
16		Responsibilities of the Programs	Ensure all youth have access to independent living program staff and alternative placement must be in place by	Leasing issues or major maintenance issues, but could include if issues arise with peers in the same

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			<p>vendor in the event the independent living placement is unsuccessful.</p> <p>Does the alternative placement in place refer to situations where there are vendor issues with the placement which cause the placement to be unsuccessful such as leasing issues or major maintenance issues? Or does unsuccessful refer to when the youth disrupt or is not making adequate progress in ILP or TLP?</p>	apartment. Resolution should include ISP team for each youth.
17	3.3	Responsibilities of the Programs	<p>Provide a minimum of \$5-10 per week allowance based on the youth's age and per discussion with the ISP team.</p> <p>Is this allowance amount for both ILP and TLP?</p>	TLP, there is no allowance required for ILP.
18	3.3	Responsibilities of the Programs	<p>Provide structured and planned extracurricular activities individualized to the youth's interest consistent with the ISP, ensure the child's involvement in at least one extracurricular activity of the child's or youth own choosing.</p> <p>Should ILP providers provide structured and planned activities for ILP youth? If the youth is working and in school should extracurricular activities be a priority for the provider to ensure they are involved in?</p>	These should be assisted through discussion with the ISP team and individualized for the youth.
19	3.3	Responsibilities of the Programs	<p>Ensure that youth are receiving needed education services, including homework assistance (not tutoring), participation in and follow-up on children's IEP, monthly contact with the schools of the resident ,</p>	<p>This does not reference post-secondary school.</p> <p>Transport should be addressed at intake and vendor not expected to transport when appropriate alternative is available.</p>

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			<p>quarterly site visits with the schools of the residents, transportation to school, and access to alternative education settings as identified in the family's ISP.</p> <p>In what manner are programs to offer homework assistance with students in college/trade schools, and please advise in what manner programs should conduct quarterly visit with the college/trade school?</p> <p>In what frequency should providers provide transportation to school for ILP residents if bus passes are offered and the youth does not prefer taking the bus?</p>	
20	3.3	Responsibilities of the programs	<p>Consistent with the ISP provide opportunities for youth to get involved in at least one extracurricular activity of their choosing, band, karate various, sport, boy's, or girl's etc.</p> <p>At what point should extracurricular activities be a priority in ILP? Is this mainly when they have secured work and/or school endeavors?</p>	This primarily refers to TLP.
21	3.3	Responsibilities of the Program	<p>Youth must attempt to obtain and maintain ongoing employment in order to learn and demonstrate practice in money management and budgeting. This should include a plan should youth fail to maintain ongoing employment resulting in their not being able to financially support their housing needs as they would in real life.</p>	This should be address in vendors plan. If participants fail to comply, assistance should be sought from the county and Office of ILP.

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			In the event the youth does not obtain or maintain employment and cannot financially afford their rent, utilities, etc., who is responsible for rent and utilities, the County or the provider?	
22	Page 1	Request for Proposal	Request for Proposal. We received notification of this RFP via email and have not been able to find it on SDHR's Request for Proposal website. Will all correspondence for this RFP be conducted via email? Or will the RFP and related amendments, if any, be posted on the request for proposal website at https://dhr.alabama.gov/requests-for-proposal-2024/ ?	It is on the website. You can search by the RFP # in the search box to get directly to the RFP.
23	Page 32		What is the significance of separating the male and female TLP slots?	Group Homes must specify Gender whereas Child Placing Agencies do not.
24	Page 32		Is it possible to request "no gender specified" like IL offers? That option is not on the form.	Form will be updated and submitted as amendment for the RFP.
25	Page 31		The RFP says the room and board rate is \$17.56 for TLP. Do we use that as the fixed daily rate x the number of slots x 365 days in the Appendix F Cost Proposal? Or do we need to do a full budget and include anticipated Medicaid billing for a rate that includes the room and board and anticipated Medicaid?	Yes Yes
26	Page 31		Is a full budget required?	Yes
27	Page 18		"Consistent with the ISP, provide two (2) hours per week of tutoring by a person qualified to offer specialized assistance in a certain	This would be determined by the ISP team

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			subject.” What qualifications are required for someone to be “qualified to offer specialized assistance in a certain subject”?	
28	Page 18 & 21	3.3	Vendor will include up to two (2) hours per week of tutoring if it is part of the youth’s ISP. Tutoring is not listed as a Core Service. How will the tutoring service be paid?	RFP states Vendor Responsibilities which specify (2) hours of tutoring so any child requiring tutoring the vendor would be required to provider (2) hours per week per RFP.
29	Page 17	3.3	If a pre-placement visit is determined necessary, will the Vendor receive a DHR-1878 for payment?	Yes
30	Page 18		How is local transportation defined?	This should be addressed in vendors proposal.
31	Page 30		What information is required in the Cost Proposal? Is a line item budget needed?	
32			Has State DHR considered an increase in board rates to account for the increases in cost of staffing, food, gas, and other costs to provide services?	The Department continuously reviews economic factors, however there is not a plan to increase board rates.