

Question & Answers for Community Based Intervention and Therapy Program RFP# GB2024-100-15

Question #	RFP Section	RFP Heading	Question	Answer
1	1.0	Project Overview	Are you seeking one Vendor for the entire contract, or do you anticipate contracting with multiple providers?	This has not been determined.
2	1.0	Project Overview	Can a Vendor propose to provide one service area, for example, Mobile and surrounding areas, but not Lee County region?	Service areas were outlined in RFP
3	3.1	Population Served	How will families be identified for the program?	Through the ISP team
4	3.1	Population Served	What is the distinction between families referred to IIHS and CBIT?	CBIT will have a strong clinical component; will assist with engagement of families and assist in exploration of family members as resources
5	3.1	Population Served	What is the anticipated number of families referred to for the program each year?	Based on identified need of the family through the ISP team
6	3.1	Population Served	Is this a voluntary service or will families have an open case with DHR?	Open case through an ISP
7	3.2	Staff Requirements	Will SDHR consider proposals that offer an alternative staffing structure to align with preferred EBPs for this population?	No
8	3.2	Staff Requirements	The job responsibilities of the CBIT Family Search and Engagement Specialist would typically be performed by other staff. We do not	No

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			anticipate this as a full-time role. Would you consider adding the Family Search and Engagement Specialist responsibilities to another role?	
9	Attachment 2	Program Budget	Is the vendor proposing a per diem or are the services Medicaid reimbursed?	Medicaid reimbursed
10	Attachment 2	Program Budget	How will the vendor bill for a family with multiple children?	Will not be billed per child
11	5.0	Cost Proposal	What funding stream is AL DHR using to fund these services?	Medicaid
12	5.0	Cost Proposal	We assume, consistent with how invoicing a per diem contract works in other states, monthly invoicing will include a list of youth/families served, the number of days each youth/family was enrolled in the month, and the approved per diem per day of enrollment (justified with submitted budget) will be used to calculate the total invoiced per month. Is that accurate?	Per the RFP, Vendors are required to submit a monthly invoice as prescribed by the Department that includes a family log that lists participating family members and the service hours provided to the family
13	3.2	Staff Requirements	If the vendor is proposing an evidenced based model that is rated “well supported” on the Family First	No deviations from the RFP staffing outline

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			Clearinghouse, can a team structure compatible with that model (1 supervisor + 4-5 Specialists per team who are able to perform all work described in this RFP + oversight of a Licensed Program Expert and Program Lead) in lieu of the specific CBIT team structure identified in the RFP?	
14	1.0	Project Overview	If the vendor can justify adding an additional service area based on evidence of need, can that be proposed in addition to the counties listed in the RFP?	No
15	6.0	Evaluation Criteria	Is this the correct evaluation criterion? Do not see Slots Proposed within the RFP	A new Section 6 will be posted for clarification
16	4.2.5.1.6	Background Checks	Are employers required to conduct specific background checks including drug testing?	Vendor may have additional requirements for potential employees.
17	1.3	Contract Term	The RFP states, "The initial contract period for this procurement is for two years beginning October 1, 2024 and ending September 30, 2027." This is not a two-year period. Could the state clarify the contract term?	It is 3 years.

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18	4.2.5.4.2	Standard Contract	If a vendor has exception requests to the standard contract, should they be included in the proposal in the response to section 4.2.5.4.2?	Yes
19	3.1	Population Served	What is anticipated demand for services by county?	Will be based on family needs identified in ISP
20	4	Proposal Format And Instructions	Should Proposal Sections 4.2.1 through 5.0 be submitted as a single, comprehensive file, or should the technical proposal (4.2.1 through 4.2.5.5.5) and the cost proposal (5.0) be submitted separately?	Everything should be 1 file
21	4.2	Proposal Format	The RFP states, "Proposals must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12, and black print. Paragraphs must be double-spaced." Should the proposal be single spaced or double spaced?	Proposals are single spaced and in between paragraphs are double spaced.
22	4.2.5.1.4	Project Staff/Resumes/Job Descriptions	Could the state define key personnel for purposes of this RFP? Is it only personnel directly involved in service delivery and direct management of the program?	Personnel as outlined in the RFP for service delivery

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23	4.2.5.3.3	Assessment Of Benefits And Impact	On page 26, Section 4.2.5.3.3 is listed as "Assessment of Benefits and Impact". In Section 6.0 Evaluation Criteria (page 29), Section 4.2.5.3.3 is listed as "Referral/Admission Policy". Could the State clarify which label is correct, what the requirements for the section are, and what will be scored in the Evaluation Criteria?	A new Section 6 will be posted for clarification
24	4.2.5.3.4	Office Location	On page 26, Section 4.2.5.3.4 is listed as "Office Location". In Section 6.0 Evaluation Criteria (page 29), Section 4.2.5.3.4 is listed as "Children/Youth to be Served and Number of Slots Proposed". Could the State clarify which label is correct, what the requirements for the section are, and what will be scored in the Evaluation Criteria?	A new Section 6 will be posted for clarification
25	4.2.5.3.4	Office Location	For vendors that do not currently have an office location in the proposed service area, is it an acceptable response to state this? What additional information does the state need regarding	Yes, any additional information should be provided that vendor deems necessary to explain office locations, records, etc.

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			office locations that are to be determined? 4.2.5.3.4Is it acceptable for staff to work fr4.2.5.5.2om and maintain records in their home offices, so long as appropriate measures are implemented to safeguard records?	
26	Attachment	Trade Secret Affidavit	If this section does not apply, should the Vendor simply include a statement that it does not apply?	Yes
27	Attachment	Cost Proposal	Is startup funding an allowable expense?	Per RFP, Vendors must include a detailed project schedule that is comprised of the detailed work plan for the entire project. This section should also include any proposed additions to the tasks outlined in the Section 3: Scope of Work.
28	Attachment	Cost Proposal	The RFP states that, for line items indicated with an asterisk, explanation of these line items must be attached to the Budget Format. Is there a preferred format for this explanation?	No
29	Attachment	Cost Proposal	Should General Admin expenses and Program Admin expenses be included in the Miscellaneous Expenses line item?	If vendor believes this is to be included based on requirement of RFP
30	4	Service Delivery Approach	There are differences between the required proposal components listed in Section 4 and the Evaluation Criteria in	A new Section 6 will be posted for clarification

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			Section 6. For example, the Evaluation Criteria included Reject/Discharge Policy 4.2.5.3.5, which was not included in Section 4. Could the state clarify what should be addressed in this section and if this section will be scored?	
31	4.2.5.3.1	Definitions	Should the Vendor address all aspects of Section 3.2 PROGRAM RESPONSIBILITIES through 3.6 QUALITY ASSURANCE in its response to 4.2.5.3.1?	Yes
32	7	Proposal Format And Instructions And Evaluation Criteria	What are the mandatory insurance requirements for this contract?	Refer to RFP for any listed as mandatory
33		Schedule Of Events	What is the anticipated timeline for selection of a vendor?	Would like service to be available October 1, 2024
34	3.0	Scope Of Project	Given the geographic distance between Mobile-Baldwin Counties vs. Lee and surrounding counties, does DHR expect there to be two (2) separate teams, one (1) for each 'region'?	This would be expected; RFP mentions 45-mile radius service delivery
35	3.2	Staff And Caseload Restrictions	Given the maximum caseload specified, does DHR estimate the need for more than one CBIT	This has not been determined.

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			Team per region (Mobile and Baldwin Counties, Lee and surrounding counties)?	
36	3.2	Staff Requirements And Qualifications	Does DHR require that the CBIT Specialist have three (3) contacts with the family each week or can the three (3) contacts be distributed among the CBIT Specialist, CBIT Therapist and CBIT Family Search and Engagement Specialist?	RFP states CBIT specialist has three contacts with family per week.
37	19	Program Referral Process	Under "Program Referral Progress" there is a "Note:" Does this refer to what information/documentation DHR will forward to the vendor for a referral or is this documentation the vendor must maintain on all referrals?	Vendor must maintain information in their file as part of the referral
38	3.2	Program Referral Process	Who will be the referral source? How will referrals be communicated to the selected vendor? What is the expected response time to approve or reject a referral? What is the expected timeframe to contact a family once a referral has been accepted? What type of contact (telephone, telehealth or in-person) constitutes an initial	Local county office will be referring source as families are identified through assessment and service outlined in the ISP.

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			contact between the vendor and the family?	
39	3.2	Assessment And Treatment Plan Development	Does DHR have required assessment forms that are to be used by the vendor? What is the expected timeframe for the vendor to complete the assessment and treatment plan?	Flexible as to assessment form as long as consistent and valid; proposal information should be submitted to address assessment form and proposed timeframes by vendor.
40	3.2	Emphasis On Safety & Supervision Planning	Do vendors need to budget for concrete financial assistance, i.e., utility payment, rent, food, in addition to safety equipment examples listed on pg. 19?	No; I believe RFP says discuss with clients the impact this may have on services; Vendor should be knowledgeable of resources to alleviate the needs and be able to refer for assistance as well as follow-up to determine need was met
41	3.2	Family Engagement	Pg. 20, "Family Engagement - Each CBIT Team shall include an additional staff person that will perform family searches..." Is this requirement referring to the CBIT Family Search and Engagement Specialist (listed on pg. 18) or an additional CBIT staff member not listed elsewhere?	RFP outlines what CBIT teams must include and outlines each position
42	3.3	Aftercare	What actions constitute "tracking" of the child and/or family during the Aftercare period	Per RFP, ensure that a permanent placement is viable so that the child will not enter or re-enter care
43	3.2	Staff And Caseload Restrictions	Do children and families in Aftercare count towards to the Team caseload size?	yes
44	3.3	Aftercare	If DHR refers a family in Aftercare to serve a different child from the same family or for a new	Medicaid billing

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			presenting problem, will these services be reimbursed?	
45	3.4	Reject/Discharges	Will DHR create a waitlist policy and procedure to manage CBIT referrals should the vendor be at program capacity?	A waitlist is not anticipated.
46	3.4	Reject/Discharges	What constitutes a "unsuccessful" closure?	Re-entry or entry into care
47	Attachment	Cost Proposal	Will electronic versions (Excel file) be accepted for Budget Format and Cost Proposal or does the applicant need to submit these attachments as PDFs?	Either is allowed.
48	Attachment	Cost Proposal	Could the state clarify how the per diem will be tracked and how billing will be conducted (e.g., the vendor will submit monthly invoices by a specific date of the month, etc.)? Is it a straight per diem? What qualifies as a day? What criteria must be satisfied for the vendor to bill for a day? Is a billing manual or guidance available?	Medicaid billing provider manual for service delivery should be reviewed
49	Attachment	Cost Proposal	Is it allowable for a vendor to include a reasonable margin in the cost proposal to allow for reinvestment in the vendor organization?	No

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50	Attachment	Cost Proposal	Under this contract, will there be any true-up of expenses compared to proposed budgets?	No
51	Attachment	Cost Proposal	If a vendor successfully manages expenses and the vendor's revenue from the per diem exceeds the vendor's expenses for the program, will the vendor be allowed to keep the difference?	Service is Medicaid billable
52	Attachment	Cost Proposal	Would we be allowed to include a reasonable amount for infrastructure expenses, just like other vendors, even if our actual expenses are less than that, as a management fee?	Include what vendor sees as important information needed to provide overview in proposal.
53	7	Definitions	What will the payment terms for the contract be?	Medicaid billable service