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May 14, 2012

**HCJFS REQUEST FOR PROPOSAL  
IFIS/IFRS RFP SC0212-R**

**ADDENDUM 2**

To All Potential Providers:

HCJFS Panel: Sandra Carson, Laura Keith, Margie Weaver

Agencies Represented:

Adolescent Oasis, Inc.  
Agape for Youth, Inc.  
Beech Acres Parenting Center  
Camelot Community Care  
ENA, Inc. dba NECCO

Family Nurturing Center  
Lighthouse Youth Services  
My Sister's Home, Inc.  
NYAP  
SAFY

**Questions Received During RFP Conference**

Q1. Regarding agency brochures, if we don't have the grant currently, would the expectation be these materials would be created for the RFP?

**A: No. Creating a brochure for this RFP is not mandatory. However, submitting an agency brochure listing your current services is expected. If you are not able to submit a brochure, you must indicate why.**

Q2. We didn't see a standardized assessment tool required. Should we select our own? If so, would the NCFAS qualify?

**A: Yes.**



Q3. The RFP mentions subcontractors. Could you explain how we would use subcontractors?

**A: If a Provider that contracts with HCJFS wants to hire the services of another service Provider (i.e. psychologist, psychiatrist, homemaker, therapist, etc.) this would be considered subcontracting. The service Provider hired by HCJFS' contracted Provider does not have a direct contract with HCJFS. It is expected that subcontractors must be approved by HCJFS and will be held to the same terms and conditions as the HCJFS contracted Provider.**

Q4. Is there an industry standard cost per family for this type of service that you adhere to?

**A: No.**

Q5. What is the total amount you will contract for?

**A: There is a total of \$500,000.00 budgeted for these services (\$250,000.00 for IFIS; \$250,000.00 for IFRS).**

Q6. Can you explain in more detail your expectations for evaluation and "vigorous research component?"

**A: We want providers to have established program evaluation processes that can inform the effectiveness of service interventions and outcomes, such as child safety, child stability and parental capacity to meet the safety and well-being of their children.**

Q7. Validated tools to mean family outcomes? Many families had domestic violence, trauma, etc. What tools are recommended?

**A: There are no specific tools that we recommend. There are various validated tools that can be considered.**

Q8. Counseling is part of work. If DAF is done and most likely services needed would be longer than the six months, would you want that referral to go back through FAIR?

**A: We expect the provider to be able to respond to the families' immediate behavior health needs. This includes short term, time limited counseling services. We do not want complete reliance on FAIR, but coordination with FAIR may be appropriate as a family transitions from a service or for families who are already engaged in counseling services at the time of referral.**

Q9. If attempts have been made to get a team meeting together and it does not happen, what do you want the agency to do? Is it agency responsibility to get meeting together or HCJFS?

**A: It is the responsibility of Provider and HCJFS to collaborate and schedule meetings.**



Q10. How much has been allocated to IRIS and IFRS?

**A: Please refer to question 5 for response.**

Q11. Who has the contract now?

**A: Lighthouse Youth Services was awarded the contract for IFIS. Beech Acres was awarded the contract for IFRS.**

Q12. What is the current contract funding amount and do you expect it to be similar?

**A: Please refer to question 5. We anticipate funding amount to remain the same.**

Q13. Is there a required curriculum (i.e. Homebuilder's Model)?

**A: No. However, the use of evidence-based practices is desired.**

Q14. Is the 5-hours per contract expectation more or less than the previous contract/RFP?

**A: There are no specific contact requirements in the previous contract. We think it is a higher expectation based on a review of utilization.**

Q15. In IFRS, will the child be back at home when services are provided; or will services be more with parents than entire family?

**A: The child will be in placement at the time of referral. The goal is to expedite the return of the child to the family.**

Q16. Can you submit for both, but only be chosen for 1? Or will you be disqualified if you don't get both?

**A: Providers may submit a proposal for both services or for one service. If Provider submits for both, proposal may be selected for one or both services. Provider will not be disqualified for not being selected to provide both services.**



Q17. Aren't RFP proposals the property of the agency unless selected? (This is how feds operate). How can these be placed on the website for general viewing to the public? DHHS makes reviewers shred notes from proposals. It would seem that you only own what you purchase. The "winners" if you will.

**A: On page 36, Section 4.2 of the RFP, it states "All materials submitted in response to the RFP will become the property of HCJFS....." Also, on page 36, Section 4.2 " All materials submitted in response to the RFP will become property of HCJFS and may be returned only at HCJFS' option ..... " HCJFS only posts proposals that are selected onto public websites. Non-selected proposals are not posted. During proposal evaluation, the Facilitator documents each committee member's responses onto a master rating tool using a consensus process. However, committee must come to a consensus when rating each response. After the evaluation process is complete, Facilitator ensures all responses have been recorded onto Master evaluation tool, then shreds each committee member's evaluation tool and all notes.**

