

October 12, 2021

**HCJFS REQUEST FOR PROPOSAL  
FOR THE OFFICE OF FAMILY VOICE  
RFP SC07-21R**

**ADDENDUM 2**

**Providers in attendance at RFP Conference**

Acts 1:8 Housing	HYS Hands, Inc.
Beech Acres	NECCO
Discovering New Paths	Neighborhood Allies
F.A.C.T.	NewPath Child & Family Solutions

**Questions asked during RFP Conference**

- Q1.** Will you clarify the people we have to hire? I heard Program Manager and a Parent Coordinator?
- A.** Section 1.2.2 in the RFP details staffing for this service: Program Manager, Parent Partner Coordinator, and Parent Partner Advocates.
- Q2.** To be clear, year 1 is a total cost anticipated for the year and then the unit rates for years 2 and 3 are hourly or daily units?
- A.** Hourly unit rates for renewal years 1 and 2.
- Q3.** Is the expected first contact with family 3 business days (page 9) or 1 week (page 13)?
- A.** Within 3 business days.

- Q4.** Will we only be working with parents of clients in our own agency?
- A.** The Provider will work with all HCJFS parent/caregiver clients who agree to participate in the program.
- Q5.** Is there a preference for persons will lived experience for Program Manager and Program Coordinator?
- A.** While Parent Advocates must have lived experience, there is no preference for the Program Manager and Program Coordinator to have lived experience.
- Q6.** Is there a number of parent advocates you would anticipate the Provider will need?
- A.** The number of parent advocates will be dependent on the number of HCJFS children's services clients participating in the program.

