

February 5, 2024

**HCJFS REQUEST FOR PROPOSAL
PARENTING EDUCATION SERVICES
RFP SC01-24R**

ADDENDUM 3

In Section 1.2.2 – Service Components and Business Deliverables - Providers must address each topic in your response.

27. Demonstrate how your organization and program will:
- A. Engage referred participant(s) and contact Case Worker/Supervisor within 5 business days of referral;
 - B. Notify in writing the referring Case Worker/Supervisor provider's inability to contact family within 5 business days;
 - C. Notify in writing the referring Case Worker/Supervisor Provider's inability to engage family within 10 business days of referral; and
 - D. Provide immediate notification of HCJFS if there is a wait list.
28. Explain how your organization will ensure:
- A. All work with families is conducted in person, unless there is an HCJFS approved **documented case specific reason** and would be temporary; and
 - B. That under no circumstances will any referred family be served entirely remotely, unless approved in writing by HCJFS.
29. Provide details supporting practice expectations to ensure all written reporting about individual and family engagement and progress with programming is to be case and family specific, including updates regarding participation and progress with group sessions.

Replace Attachment A-1 Program Component Checklist, with the attached Program Component Checklist.

Questions asked after RFP Conference

- Q1.** Are all service components and business deliverables in Section 1.2.2 billable since they are required?
- A.** All service components expenses are to be incorporated in the proposed budget and will be reflected in the billable services included on the coversheet.
- Q2.** Who is responsible for paying for the psychologist or licensed clinician to conduct an assessment if needed or requested (same section, #12)?
- A.** See the answer to Q1 above.
- Q3.** Will you be sending out an updated version of the RFP Submission Checklist?
- A.** Yes, it is attached.
- Q4.** Are you shifting or changing the types of parents/caregivers that will be referred for services through the Parent Education program? The reason we are asking is, currently the majority of parents referred do not have custody of their children. However, during the Bidders Conference and in several places in the RFP there is discussion about children's programming and children/family programming (see examples below).

Page 9 of the RFP states:

- #10. Utilize individual coaching and/or parent mentor with the child present to demonstrate and reinforce learning skills and areas of growth. and incentives for children who are safe and do not need to be relocated.
 - #11 Include interaction with between parents and children where feedback is provided and coaching is given to the parent. Provide programming that is inclusive of the children in the family (age-appropriate classes children, parent/child interaction therapy, etc.) when possible.
- A.** As stated in Population Section 1.2.1 of this RFP, HCJFS does not guarantee that the current service level will increase, decrease, or remain the same. Service Providers are anticipated to coordinate services with case workers to have opportunities to assess and help with parent child interactions prior to reunification when children are removed from parents' homes.
- Q5.** Which of our insurance policies/categories require a Waiver of Segregation and what amount of coverage is required?
- A.** Waiver of subrogation shall be maintained by Provider for all insurance policies applicable to the contract.

