

**Request for Proposals (RFP)  
#FY13/14-001**

**Safety Management and Family Support Services**

**Formal Questions Submitted by  
March 31, 2014**

<b>Agency</b>	<b>Question</b>	<b>Answer</b>
One Hope United	Will the families served be judicial and non-judicial?	Yes, it is anticipated that both types of cases may be served.
One Hope United	Does staff have to be certified case managers?	There is no requirement or preclusion in the RFP that staff must be certified child welfare professionals.
One Hope United	Is a therapist required to be on staff?	There is no requirement or preclusion in the RFP for a provider to have a therapist on staff.
One Hope United	Any restrictions to having a mix of contract and FTE's?	Providers may propose any staffing pattern they feel is appropriate to meet the needs of the families served under this RFP. If contracted staff are utilized, the provider has the responsibility of ensuring their performance is monitored in accordance with the contract with HFC.
One Hope United	Can staff potentially start earlier than July 1 once awarded the intent letter June 2, for training purposes or will there be start up time to train once contract starts July 1?	This can be brought to the table for negotiation.
One Hope United	Will there be temp/perm space available?	It will be up to the agency to identify space for staff providing services under this RFP.
One Hope United	Will there be any computers or furniture provided for staff?	It will be up to the agency to provide computers and furniture under this RFP.
One Hope United	Is the contract subject to fiscal restrictions?	There will be no match requirement for the funding utilized under this RFP. Any performance or vacancy type penalties is a topic that will depend on the provider's proposed payment methodology and subject to negotiations.
One Hope United	The line items defined in RFP for the budget document, the "only line items" that can be in the budget or was this a guideline?	Respondents must submit a line item budget for the proposed Safety Management and Family Support Services. The budget will detail line items for salaries/wages and employee benefits and other expenses such as supplies, occupancy, travel, training and administrative allocations that are expected to be charged under this program. Additionally, the budget should include any donations (in-kind or cash) expected to be generated for this service array. Additional line items can be included by the respondent.
One Hope United	Will this be a 1/12 fixed rate contract?	This is an item for negotiation.

Devereux Florida	Does the anticipated total funding of \$1,000,000 include flex funds or are flex funds paid separately?	Flex (Family Support) funds would be in addition to the \$1,000,000 and paid on a cost reimbursement basis.
Youth Villages	Does HFC have a desired length of services for the children to be served under this proposal? Will there be a maximum length of services specified under the contract?	Case length will be determined by the needs of each individual family.
Youth Villages	What type of funding will be used for the program specified in this proposal? For instance, are these going to be PSSF funds, Title IVE funds, or something different?	Primarily prevention funding, funded by the following CFDA and CSFA categories.  93.669 Child Abuse and Neglect State Grants 93.645 Child Welfare Services - State Grants 60.094 Community Based Care Supports And State Funds used to match Federal Funds
One Hope United	Please define the target population expecting to be served?	The target population will be cases identified through investigations as being in a present danger or impending danger situation (for safety management services) and families with children that have been assessed as safe and moderate to high risk (for family support services).
One Hope United	Of the clients described on the bottom of the first page of the RFP and at the top of the 2nd page-how many of those are expected to be a part of this project?	It is not possible to provide actual numbers of families that will be referred to the services but the data provided in the RFP includes all types of cases which are potentially included in the target population. This is historical data and may be different as we roll out SDMM in Polk County.
One Hope United	No staff roles are identified. Are there any parameters or guidelines on what type of staff positions should be made a part of this proposal?	RFP was designed to provide a basic framework and HFC is interested to see how agencies operationalize the services.
One Hope United	How will this program work with the current case management organizations?	It is anticipated in some cases this service may remain attached to the family as an adjunct to case management services but in most situations the program will begin to transition out once case management is assigned.
One Hope United	What date would the awarded organization expect to begin receiving cases?	Early July 2014.
One Hope United	Are there any regulations to the proposal-length? Font type and size? Style?	No.
One Hope United	Are there any expectations on the budget format?	Line item budget and budget narrative detailing what is in each of the budget line items.
Children's Home Society	Do we need to provide a Network Provider Application,	Yes, with this being a public procurement we are asking that all agencies complete an application.

	when we are already a provider in the Network?	
Children's Home Society	If a Network provider application is needed, in lieu of a resume is there documentation of some sort that you would be expecting from us (organizations)?	No, they can make note that they are a current provider within the network.
Children's Home Society	On page 2 of the RFP you indicated applicants must: submit copies of your agency's most recent annual audited financial statements, management letters and current agency operating budget. Can you define what you are referring to with regard to management letters? (is this in reference to IRS letters)	Management letters are issued as part of an agency's financial auditor's report.
Neighbor To Family	What is the actual number of cases in each county served that are receiving in home non-judicial services? Is a breakdown of low, moderate and high risk available?	Currently the number of active cases receiving non-judicial services are as follows: Hardee = 3 Highlands = 2 Polk = 103
Neighbor To Family	What is the minimum number of cases expected to be worked during the 1st three months of the contract?	No minimum will be set, it will be based on the number of referrals received through investigations.
Neighbor To Family	Following the SDMM model will DCF staff be determining which cases are staffed to the program?	The safety decision making methodology will be used and many cases will be a direct referral from the CPI. The facilitation and case transfer process has not yet been worked out and will not be worked out until a model is chosen from proposals received.
Neighbor To Family	Will the program be able to view all FFA's prior to receiving a case?	No, FFAs will not be completed at the time that safety mgmt. services are needed. However, for the referrals to family support services, the FFA should be completed and available.
Neighbor To Family	Will the program be able to deny a case that is staffed from DCF to the program if deemed inappropriate?	Any denials of service must be approved by HFC.
Neighbor To Family	Can the program have its own internal document to measure risk or will it all be determined by DCF CPI?	No preclusion for the program to have its own internal measure, however the risk level determined by DCF CPI will be the official risk level.
Neighbor To Family	What is the maximum/minimum number	There is no maximum or minimum number.

	of cases you would like to see worked by each case manager?	
Neighbor To Family	Are safety managers case managers?	Not in the context of safety management.
Neighbor To Family	Can safety managers be supports in the community?	There is no preclusion in the RFP from this occurring. If the respondent believes this is an effective model they may outline this in detail in their proposal submission.
Neighbor To Family	Will flex funds be available to reduce financial stress on the family outside of the \$1,000,000?	Flex (Family Support) funds would be in addition to the \$1,000,000 and paid on a cost reimbursement basis.
Neighbor To Family	Will the program co-locate with DCF or other providers? Is the office space being provided for the program, or should program proposals include location costs?	Each program proposal should include a potential program location and estimates of location costs. Co-location with DCF and other providers has not been discussed at this point.
Neighbor To Family	Who manages the flex dollars for the circuit?	Heartland for Children.
Gulf Coast	Exhibit A asks for a budget and narrative for the program. What format is to be used and can the budget be included as an attachment?	The application should include a separate document with a line item budget detailing income and expenses.
Gulf Coast	As this is a new service for the circuit, will start-up costs be allowable in the budget? If so, will this be in addition to \$1,000,000?	All start up costs are included in the \$1,000,000.
Gulf Coast	Will match be a requirement? If so, what is the dollar amount of match requirement? Will PSSF funds be expected/utilized?	There will be no match required.
Gulf Coast	Under the Directions section for Exhibit A, there are several items requested with some noted as "if applicable". We realize that HFC plans to use this form for all potential providers, but would like a further explanation of what items you are actually requesting under this procurement. For example,	Attach all licenses. If licensed by another entity, please include the license and any licensing summaries. Also copies of licenses of staff.

	<p>the first item requests “copies of the program’s or practitioner’s license(s) and licensing summary(ies) (if applicable). Even though we are a licensed Child Placing Agency, there is no license required for the proposed services covered by this RFP. Should we attach all agency Child Placing licenses and summaries?</p>	
Gulf Coast	<p>Beginning on page 1, there is some data presented regarding the population served. Can you provide us with the anticipated number of families to be served for each of the three counties?</p>	<p>Currently the number of active cases receiving non-judicial services are as follows:  Hardee = 3  Highlands = 2  Polk = 103</p>
Gulf Coast	<p>Is a PDF file an acceptable format for the electronic files?</p>	<p>Yes. Please submit one official electronic version of the application and supporting documents.</p>
Gulf Coast	<p>There is no date listed for a public presentation. Will a public presentation be held? If there are no presentations planned, will there be an additional scoring process for the award?</p>	<p>There will be no public presentation. After scoring the written submissions HFC will invite the highest ranking respondents in for proposal discussion with the HFC Emergency Management Team. The HFC Executive Management Team will then make a determination about award(s).</p>