

Adoption Services RFP #07482 – Vendor Questions

Vendor Questions arranged by RFP section

#	RFP Section	Question	Response
1	General	What will happen to the existing kids in the Adoption Contract as of 7-1-05?	Children in the Adoption Contract whose adoptions are not yet finalized as of 7/1/05 will be transferred to the Reintegration/Foster Care Contractor based on the child's current SRS case county.
2	General	Will all the children who transfer from the current Adoption contractor to the Reintegration/FC contractor be paid at the full 100% case rate or will it be pro-rated based on their length of stay?	<p>Children in the Adoption Contract whose adoptions are not yet finalized as of 7/1/05 will be referred to the new Reintegration/Foster Care Contractor. Referral will be based on SRS case county. Payment will be based on their length of stay in out of home placement and the payment structure in 5.2.2 in the Reintegration/Foster Care RFP (# 07481) and 5.4.2 in the Family Preservation RFP (# 07480).</p> <p>The child will be referred to the Reintegration/Foster Care Contractor serving the SRS county of origin unless there has been a change of venue.</p> <p>All children in custody and in out of home placement on June 30, 2005 will be transitioned to the new Reintegration/Foster Care contract. This includes children in both the current Foster Care and Adoption contracts. The transition to the new payment structure will occur regardless of whether or not there is a new contractor or the current contractor providing services after July 1, 2005.</p> <ul style="list-style-type: none"> • If the child's date of removal was on or after January 1, 2005, payment will begin at the First Tier, be reduced to the Second Tier for months 7 through 12, and reduced to the Third Tier months 13 through permanency. • If the child's date of removal was on or after July 1, 2004, but prior to January 1, 2005, payment will begin at the Second Tier and be reduced to the Third Tier on January 1, 2006 through permanency. • If the child's date of removal was prior to July 1, 2004, payment will begin at the Third Tier and will be paid until the child achieves permanency. <p>Each Tier payment is a per month per child rate.</p>
3	General	What do scenario demonstrations practically mean?	Scenario demonstrations require that you come to the interviews prepared to conduct "on the spot" assessments, develop service plans and to demonstrate the way that you practice.
4	General	Will there be caps on family preservation?	It is anticipated that Family Preservation services under the contract will continue to be funded with regional allocations; however, CFS may consider other options based upon budgeting, funding and service considerations

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5	General	Has any progress been made toward coverage of contractors by Tort Claims Act type protections in light of the increasingly difficult liability and insurance environment?	Claims arising from the provision of child welfare services pursuant to a contract with SRS or with a program that has contracted with SRS are not currently covered by the Kansas Tort Claims Act. SRS is not proposing amendment of the Tort Claims Act at this time.
6	General	Will Community Mental Health Centers be responsible to provide all needed services to youth in foster care/adoption? Currently rural centers do not offer the array of services needed to support very high need children. What is the State's plan to address this matter; when CMHC's cannot provide what the contractor feels is needed.	Any eligible provider of Medicaid services including private practitioners will have access to the medical card of children needing mental health services. The CMHCs are required through regulation and contract to offer a core set of appropriate and needed mental health services to all persons. Additionally, the CMHCs are required to make available (either through direct provision or contract / affiliation) the full array of supports to SED children in accordance with an Individualized Treatment Plan (these specialized community based services are only provided by CMHCs) A Treatment Team, Medical Necessity, and the clinical judgment of a QMRP determines what services are needed. For further clarification refer to the CMHC licensing Regulations, Medicaid Provider Manuals, CMHC contract, etc
7	General	Can you please verify the number of regions and which region corresponds to which number? The RFP on pg 25 states to check the region (1-5) but the map shows 6 regions named?	SRS has six Management Regions, there are five Contractor regions. Refer to "County to Regions FY 2006" which is attached.
8	General	Can for profit providers bid on the RFP's?	Yes, providing they meet all the other requirements of the RFP
9	General	How many children are represented in each contract?	Reference 4.7 Section XVII in the RFP.
10	General	In view of the significant changes incorporated in the RFP's, can the submission deadline be extended to allow for a more realistic time frame for preparation of bid proposals?	At this time the deadline is not being extended.
11	General	Information provided at the pre-bid meetings indicated the technical proposal must be 50 pages, double-spaced, with 12 point font, and 25 pages of appendices, excluding job descriptions. Are there similar formatting instructions for the cost proposal?	No, there are no similar formatting instructions. See Section 5.1
12	General	The RFP asks for letters of intent from all potential subcontractors. Using the definition provided at the pre-bid meeting, this includes any service provider with whom a contractor has a written agreement. The number of potential service providers, and their letter of commitment, could easily consume the 25 page appendix limit. Is it possible to provide a list of subcontractors from whom we received letters of intent, and make those available at the interview, or upon request?	Letters of intent and Memorandums of Agreement are excluded from the 25 page limitation for Appendices.
13	General	For clarification, does the technical proposal need to only stipulate that the contractor will adhere to the list of program assurances (4.13) and contract program requirements (4.13.4), or list each assurance and requirement separately, and agree to each individually?	The bidder must stipulate that they agree to carry out the requirements of this section of the RFP including each of the subsections.

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14	General	<p>At the pre-bid conference on June 29, 2004, the State reported that the Adopt US Kids response team would be operated by the adoption contractor because of the relationships between the two. Adopt US Kids' philosophy and research data reflects that the emphasis should be placed on "resources" for children whether they be mentors, foster families, or adoptive families. There is huge emphasis on how a potential resource family should not be "swayed, influenced" to either foster or adopt and that the family be allowed to make this personal decision throughout the PS-MAPP process. Placing the response team under the adoption contract causes a conflict to this philosophy and extensive research conducted. How does the State plan to remove this conflict? Will it not negatively impact the number of families willing to "foster" if they believe that they must adopt a child? While that is the goal for all, won't this possibly deter families from even looking into this as a possibility?</p>	<p>AdoptUSKids is in the Adoption Contract because this fits the values and philosophy of child welfare in the state of Kansas. The purpose of the PS-MAPP Preparation and Selection Program is to provide an organized way to decide together whether fostering, adoption or both is right for the family; help the family to develop skills to be successful and to become satisfied foster and adoptive parents; and set the stage for ongoing partnership with the child welfare system. The Adoption Contractor will connect families interested in foster care with a child placing agency.</p>
15	General	<p>Does the State understand the possible negative repercussions having the Adopt US Kids response team operated by one CPA could have on all CPAs with respects to equitability of referrals? What rationale has the State used to determine that Adopt US Kids needs to be operated by the adoption contractor in light of the philosophy that a child needs a "resource", not an "adoptive" home?</p>	<p>AdoptUSKids is in the Adoption Contract because this fits the values and philosophy of child welfare in the state of Kansas. It will increase timeliness of permanency by connecting the resource families directly with the adoption worker who has responsibility of recruiting a family for a child without an identified resource. The Adoption Contractor will connect families interested in foster care with a child placing agency.</p>
16	General	<p>If a foster care or family preservation contractor (in the new world) is also awarded the adoption contract, what safeguards will be put in place to ensure that equitability of resources is provided? There is a potentially large conflict involved with having a foster care or family preservation contractor have the adoption contract as there are no financial dis-incentives of any impact during the first year for the adoption contractor to serve only their own foster care or family preservation contract. How does the State plan to concretely address this issue?</p>	<p>Should one agency be successful in bidding for more than one contract, reporting requirements will address concerns about conflict of interest. The population for outcomes served by this contract is children who do not have an identified resource. The tiered payment structure for the Foster Care and Family Preservation contractors is intended as an incentive, not a dis-incentive, to move children through the system as rapidly as possible. The payment structure applicable to the Adoption Contract is not tied to specific clients; therefore, a tiered payment would not be a viable alternative. Beginning in Year 2, the Contractor will be paid 90% of the rate with the remaining ten percent of the monthly payments to be paid upon achievement of performance outcomes required under this contract.</p>

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17	General	<p>It was stated that the outcomes of the foster care and family preservation contractor will determine those of the adoption contractor. What outcomes specifically is the adoption contractor being held to? Why does the adoption contractor not have tiered financial dis-incentives as the foster care and family preservation contractors—ie, 100%, 66%, 29%--if there is “shared responsibility for the outcomes? If this was based on evidenced based practice, what research database was used to determine this?</p>	<p>The population for outcomes served by this contract is children who do not have identified resources. The tiered payment structure for the Foster Care and Family Preservation contractors is intended as an incentive, not a dis-incentive, to move children through the system as rapidly as possible. The payment structure applicable to the Adoption Contract is not tied to specific clients; therefore, a tiered payment would not be a viable alternative. Beginning in Year 2, the Contractor will be paid 90% of the rate with the remaining ten percent of the monthly payments to be paid upon achievement of performance outcomes required under this contract. This model of practice is based on history of program data.</p>
18	General	<p>The Q & As alluded that recruitment of other CPAs existing homes will not be tolerated by a contractor and could be viewed as a breach of contract. What checks and balances will be put in place to monitor this? Existing practices among some CPAs is to incentivize individuals with employment by recruiting homes from other CPAs. In light of the “aggressive” financial implications of the new contracts, these practices will likely increase. How will the State monitor this and how are these practices best communicated to the State?</p>	<p>It is anticipated that the criteria and specifications in the RFP will become contract requirements. Violations of the contract requirements may be treated as breaches of the contract.</p>
19	General	<p>If a youth has had their adoption finalized prior to July 2005 and during the 12 months follow up is removed from the home, will that child go to the foster care contractor? If so at what rate?</p>	<p>If the adoption dissolves during the 12 month aftercare period, the Reintegration/Foster Care Contractor will provide services as a new referral.</p>
20	General	<p>Is the 25 page limit for the Appendix to include letters of commitment or can those be in addition?</p>	<p>Letters of intent or Memorandum of Agreement are excluded from the 25 page limitation for Appendices.</p>
21	General	<p>ADO...can the contractor be JCAHO rather than COA accredited?</p>	<p>No, JCAHO does not have any specific standards related to adoption services as stipulated in this RFP.</p>

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22	General	REIN...ROH...at what tier will they be paid when they convert to the new contractor? Will they be considered a new referral like the ADO ROH?	<p>At the transition of the RFP children will be referred to the Reintegration/Foster Care Contractor serving the SRS county of origin unless there has been a change of venue. All children in custody and in out of home placement on June 30, 2005 will be transitioned to the new Reintegration/Foster Care contract. This includes children in both the current Foster Care and Adoption contracts. The transition to the new payment structure will occur regardless of whether or not there is a new contractor or the current contractor providing services after July 1, 2005.</p> <ul style="list-style-type: none"> • If the child's date of removal was on or after January 1, 2005, payment will begin at the First Tier, be reduced to the Second Tier for months 7 through 12, and reduced to the Third Tier months 13 through permanency. • If the child's date of removal was on or after July 1, 2004, but prior to January 1, 2005, payment will begin at the Second Tier and be reduced to the Third Tier on January 1, 2006 through permanency. • If the child's date of removal was prior to July 1, 2004, payment will begin at the Third Tier and will be paid until the child achieves permanency. <p>Each Tier payment is a per month per child rate.</p>
23	General	How many staff can participate in the Scenario demonstrations and will these demonstrations be separate from contract negotiation meetings?	<p>As many staff as are needed to demonstrate the scenario. Demonstrations will be separate of contract negotiations.</p>
24	General	Please confirm for me that a for profit CAN be eligible for the award of the RFP as long as they meet all eligible criteria? Also, can out of state providers apply and is there any special consideration for current providers over new providers entering Kansas?	<p>Yes, for profit agencies and out of state providers may apply as long as they are licensed to do business in the state of Kansas, licensed as a child placing agency in Kansas and meet all other requirements of the RFP. There are no special provisions for in-state providers or current providers.</p>

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25	General	What is the procedure to access the electronic vendor file at the Division of Purchase’s web site?	<ol style="list-style-type: none"> 1. At the Bid Solicitation List, select the appropriate Child Welfare RFP. 2. Save the RFP to Desktop if you are not able to open the document in order to view. 3. At the bottom of Page 1, “Request for Proposal (RFP)”, (there may be addendum sheets in front of Page 1) and select the vendor information file you would like to view. 4. At the File Download prompt, select “Save”. 5. When download is complete, select “Open”. 6. At the Winzip prompt, select “I Agree”. 7. Select the vendor information you would like to review from the file menu.
26	General	What is the difference between “achievement of case plan goal” and “permanency”?	The case plan goal has been achieved when any one of the following events occurs: reintegration, adoption finalization, permanent guardianship, or OPPLA. Permanency occurs when a child has achieved their case plan goal and is released from custody.
27	Data	By county of origin, what is the length of stay of children currently out of home who do not have a signed adoption placement agreement and are in the Adoption contract?	Information on length of custody for exit cohorts (by exit reason) for years 1999 – 2003 are located on line at the Department of Administration site. Detail between distinct adoption populations finalized and not finalized are not available as this report is an exit cohort, not a point in time report. Information on length of out of home stay for the most current available in FY 2004 is located in Portraits Chapter 7, OOH length of stay document that is located in the zip file on the Department of Administration site.
28	Data	By county of origin, what is the length of stay of children currently out of home who have a signed adoption placement agreement but have not reached finalization and are in the Adoption contract?	Information on length of custody for exit cohorts (by exit reason) for years 1999 – 2003 are located on line at the Department of Administration site. Detail between distinct adoption populations finalized and not finalized are not available as this report is an exit cohort, not a point in time report. Information on length of out of home stay for the most current available in FY 2004 is located in Portraits Chapter 7, OOH length of stay document that is located in the zip file on the Department of Administration site.
29	Data	By county of origin, how many children currently in out of home care are in each placement type (foster home, relative placement, level IV, level V, level VI, hospital, trial home, adoptive home with signed APA, etc.) in the Adoption contract?	Placement information distribution can be found in Chapter 5 of Portraits. Placement information in the .zip file content on the Department of Administration web site. This .zip file contains the most recent data information available at the time the RFP was issued.
30	1.4	Are the specific formatting instructions for the length and spacing of the technical and cost proposals, i.e. only 25 pages, spaced?	Yes, the Vendor’s Technical Proposal must be single -spaced, Font size 12, limited to 50 pages, 8 ½ x 11, (Appendix limited to an additional 25 pages) plus job descriptions and letters of intent. All pages (including Appendix) must be numbered center bottom

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31	1.14	Vendors are not covered currently under the Kansas Tort Claims Act—will exemptions be proposed to the Legislature to extend the Act's protections to the Contractors?	Claims arising from the provision of child welfare services pursuant to a contract with SRS or with a program that has contracted with SRS are not currently covered by the Kansas Tort Claims Act. SRS is not proposing amendment of the Tort Claims Act at this time.
32	2.1.2	Is there a page limit (excluding attachments) for the technical proposal?	Yes, the Vendor's Technical Proposal must be single -spaced, Font size 12, limited to 50 pages, 8 ½ x 11, (Appendix limited to an additional 25 pages) plus job descriptions and letters of intent. All pages (including Appendix) must be numbered center bottom.
33	2.2	Please clarify what is meant by "including literature and other supporting documents". Does this mean hard copies of literature referenced in the proposal or a reference page? Are forms considered supporting documents? Is there any limitation on number of pages to be submitted as supporting documents?	Hard copies are not needed, a citation in the text is sufficient. Forms are not needed. All information submitted must meet the page limitation requirement.
34	2.8	Section 2.8 of the RFP includes a requirement saying that only the State is authorized to issue news releases concerning "performance of the contract." Is this prohibition intended to terminate after the announcement of the contract award is made, or is it intended to extend longer than that?	The State is concerned with news releases only through contract award
35	3.1	What criteria will be used to determine whether a 2-year renewal option is activated?	Performance and financial stability will be considered.
36	3.9	If Medicaid is excluded from future contracts, what are the specific issues relating to Ownership that are relevant for the development of the Technical Proposal?	The state retains ownership of all data.
37	3.13	What is the definition of "recipients" in this context?	Recipients means SRS. This refers to the contractor/agency relationship.
38	3.16	Hold Harmless – The language in this section seems to indicate the contractor is responsible for injuries, deaths, losses, damages, or copyright infringements caused by the act or failure to act by State employees, other State contractors and their employees, and subcontractors and their employees. Please clarify the Contractor's liability in reference to the performance of these contracts.	This is revised to include the phrase "as a result of contractor negligence".
39	3.19 & 4.13.4 (I)	"Retention of Records": 1. Do all original case records return to SRS at the end of the 12 months of aftercare? 2. Does the contractor need to retain a copy of all case activity records past the 12 months of aftercare?	Yes, original case records must be returned to SRS at the end of the after care period. If the contractors retain a copy of the file after they send the original to SRS, they are required to retain the file for six years per HIPAA requirements.
40	3.31	Does the conviction for a criminal or civil offense disclosure standard apply solely to employees or to Subcontractors and consultants as well?	The intent is to include anyone who will perform work under this contract..

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41	4	Which areas of Section IV in the Foster Care and Family Preservation RFP's require responses specific to that area? Many of them, 4.5.1 and 4.5.2 for example, read as if they are to be incorporated in the total proposal but not responded to as a specific item.	This does not apply to the Adoption RFP, however the bidder must stipulate that they agree to carry out the requirements of this section of the RFP including each of the subsections
42	4.1 (1) (i)	Page 18, Section 4.1 (1) (i) How much would payments be reduced? Would the state attempt to recuperate the full loss of the federal match from the contractor?	Payments would be reduced by the amount of federal money lost or reduced. The state may attempt to recoup the full loss of the federal match from the contractor if the loss resulted from negligent performance by the contractor.
43	4.1 (a)	Define subcontractor - e.g. contract therapist not linked to a mental health center? Does subcontractor mean those individuals or entities where there is or will be a formal contractual relationship? (Offer, acceptance and payment to the individual for service?)	A subcontractor could be an entity or agency or individual that you have a written agreement with to do business. While a successful bidder (contractor) may contract out certain portions of the work, it is up to the contractor to manage those subcontracts in keeping with the vision, values, process, and outcome expectations laid out in the RFP. SRS will hold the contractor accountable, not the subcontractor. SRS will interact with the successful bidder, not the subcontractor on case specific issues.
44	4.3	Does the definition of "subcontractor" include agencies from whom a contractor may purchase specific services, i.e. foster home placement, respite care, etc., on an as needed basis for a child?	A subcontractor could be an entity or agency or individual that you have a written agreement with to do business. While a successful bidder (contractor) may contract out certain portions of the work, it is up to the contractor to manage those subcontracts in keeping with the vision, values, process, and outcome expectations laid out in the RFP. SRS will hold the contractor accountable, not the subcontractor. SRS will interact with the successful bidder, not the subcontractor on case specific issues.
45	4.4.2	Page 19, Section 4.4.2 What resumes, specifically, are wanted here? Just administration? Supervisors of line staff?	Senior management staff.
46	4.4.2	Are resumes treated like job descriptions and excluded from the 50-page limit of the technical proposal and excluded from the 25-page limit of the appendix?	Resumes are treated like job descriptions and excluded from the 50 – page limit.
47	4.4.3	Can you please list the state and federal laws and regulations applicable to services delivered and professional activities referred to in this section?	Reference 4.7 vendor file information.
48	4.4.3	This section alludes to needing to be a managed care entity. Do the contractors need to comply with the rules of Managed Care to do services under this contract?	There will be managed care regulations that the contractor will need to follow. The State is awaiting further direction from CMS.

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49	4.4.3	Will the contractor be required to report third party liability information to SRS?	The contractor is encouraged to notify SRS if new third party liability information becomes available to them.
50	4.4.4	For clarification, the contractor must only be a member of CWLA, but not necessarily accredited through COA?	CWLA membership is not required. Adoption Contractor must be accredited through COA.
51	4.4.4	Based on the additional requirement verbalized during the question and answer session on 6-29-04, stating that COA accreditation is necessary as the Adoption contractor, what is the basis for this specific accreditation requirement? Would JCAHO be sufficient? If COA is the only option acceptable for accreditation, would the state permit the bidder to include a plan in the technical proposal for achieving COA accreditation within 2 years from contract award date as included in the FCR and FP RFP's in section 4.4.4 (c)?	JCAHO does not have any specific standards related to adoption services as stipulated in this RFP. No, JCAHO is not sufficient for the adoption services contract. SRS would be willing to accept a plan for the bidder to achieve COA accreditation within two years of award.
52	4.4.4	May an organization submit a proposal for the Adoption Services contract that is licensed to do business in the State of Kansas, is licensed as a Child Placing Agency and holds accreditation with the Joint Commission on Accreditation of Healthcare Organizations?	No, the organization must be accredited by COA or have a plan to become accredited within two years of award.
53	4.4.4 (c)	While Family Preservation and Foster Care Contractors are required to have COA or JCAHO accreditation, the standard for Adoption is just membership in the Child Welfare League of America—why is the standard lower for Adoption?	CWLA membership is not required. Adoption Contractor must be accredited through COA.
54	4.4.4 (c)	States organization holds membership with CWLA- is it acceptable to acquire membership after the award of the contract?	This is being revised. CWLA membership is not required.
55	4.5.2	Scenario demonstrations and the scenario demonstration process are referenced in several places throughout the RFP. Will the demonstrations be done pre or post contract award? What is expected from the vendors in this process and what will the demonstrations include besides written documentation?	The scenarios will be an aspect of the selection process. Each bidder may be invited to an interview where they will be asked to describe in person how they have moved the agency toward family centered practice, conduct an assessment, develop a service plan, etc.
56	4.5.2	For planning purposes, is there a target date for Scenario Demonstrations for the vendors who successfully respond to required response elements in the scope of work?	Tentatively it is set for the week of October 18, 2004.
57	4.7	Could bidders have access to the current Family Preservation RFP and contacts?	Yes, The following items have been added to the Vendor File at CFS: Item #8: Family Preservation RFP #00570 Item #9: Family Preservation Contracts from RFP #00570
58	4.7 Section XVII	Is there a more detailed definition as to the connectivity regarding data input/file sharing between the contractor and SRS?	Yes. Technical detail is provided in "Connectivity and Network Considerations", which is attached.

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59	4.7 Section XVII	Are there current standards available with the upgrades?	SRS does have current standards for software and connectivity. These standards are detailed in “Connectivity and Network Considerations”, which is attached. The vendor must maintain hardware compatibility and software release synchronization with SRS.
60	4.7 Section XVII	Is it possible to have access to the SRS system via a secure log in for the contractor into SRS GroupWise without having to operate GroupWise and our own exchange server?	Yes, it is possible. SRS can create an e-mail account on our GroupWise server for each user.
61	4.7 Section XVII	Is it possible to have access to the SRS system for file sharing through a secure website without requiring access through GroupWise or a fixed IP assignment?	Access to FACTS mainframe and KIDS risk assessment application requires a fixed IP address. We are exploring technical solutions to facilitate the requirements of 6.18.C. start up dataset, and one of the possible options to transmit case start up information is to use a secure site where contractors retrieve client level datasets to import/load into their system.
62	4.7 Section XVII	Is Symantec Anti-virus an alternative to McAfee?	No, Symantec is not an alternative. McAfee is required.
63	4.9	Does the experience requirement of three years refer to the length of existence of the bidding entity or the number of years of experience of the management and administrative personnel of that entity?	The length of existence of the bidding entity.
64	4.11	Do the affidavits of insurance required under section 4.11 need to be submitted with the Technical Proposal or provided to the Division of Purchases at a later date?	These do not need to be submitted with the Technical Proposal. These affidavits shall be provided by the successful vendors to the Division of Purchases before the final contract is signed.
65	4.12.2	What is the definition of a professional position in this context?	In this context we are referencing direct service case managers and supervisors. Vendors and their staff must be in compliance with all statutory or regulatory requirements.
66	4.12.4	“Staff Qualifications”: Can Case Managers have a license with BSRB other than Social Work?	Yes, case managers can have a license with BSRB other than social work. For clarification in the RFP Section 4.12.2 replace the “and” with “or” so it now reads . . . “social or human services and would include any of the following: Social Workers, Marriage & Family Therapists, Professional Counselors, Masters Level Psychologists”, Psychologists (Ph.D.)”
67	4.12.5	Is it permissible to substitute education beyond the minimum requirement for the required two years of experience, e.g. may an individual with 60 or more documented college credit hours in a related field, but no work experience, serve as a Family Support Worker?	Yes. It’s the contractors discretion to determine two years experience that would be relevant to the children and family services field, i.e, education or life experience.
68	4.12.8	In order to be able to propose adequate case coverage, can an estimate be given of the number of hours of training in which contractor staff will be asked to participate?	The entire KISSED domains, currently Domain One to Domain Seven, total 64.25 CEU hours to be completed in approximately 18 months. On occasion, a Domain Eight topic may be required which will be an additional 5.5 to 11.0 CEU's hours per six month period.

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69	4.13.4 i	Are we to house files for 6 years after sending original to SRS at case/work closure?	Yes, these are HIPAA requirements. If the contractors retain a copy of the file after they send the original to SRS, they are required to retain the file for six years per HIPAA requirements.
70	4.14	Will children's cases managed by the current Adoption Contractor be transitioned to the new FC contractors in each region? Will those children who do not have an identified resource remain with the new Adoption Contractor for recruitment purposes only?	Children in the Adoption Contract whose adoptions are not yet finalized as of 7/1/05 will be transferred to the Reintegration/Foster Care Contractor based on the child's current SRS case county. The new Adoption Contractor for recruitment services will provide recruitment services for children who do not have an identified resource.
71	4.14 (b)	This section states "Refer the child and family to the Reintegration Foster Care Contractor at the time the child is placed in SRS custody, the court has ordered out of home placement, and the child was not "served by" the Family Preservation Contractor within the previous 12 months." Was this intended to say, "referred to" the Family Preservation Contractor rather than "served by"? For example, Family Preservation could complete its aftercare period and the child is removed the following month. The Family Preservation contractor would still have "served" the family in the last 12 months, but the family would not have been "referred" in the previous 12 months.	Change "served by" to "referred to".
72	4.14.s)	Since adoption by foster parents prevents a child from making another move, is there any plan to increase subsidy to encourage foster parents to adopt who did not become foster parents with the plan to adopt and therefore have not planned for the full time financial responsibility of a child but would gladly adopt if they could continue to receive a payment similar to their foster care payment?	No. Currently there is no approved plan to increase subsidy.
73	4.15 (b)	"Disruptions": 1. At transition of the current contract to the new contract, cases that are in aftercare, do they remain at 18 months or 12 months? 2. If a case is in aftercare from the current contract at the time of transition and it is dissolved, does it go to the previous contractor of adoption or to the foster care/reintegration contractor as a new referral?	For disruptions at transition the current contractor will provide 12 months of after care services. If the adoption dissolves during the 12 month aftercare period, the Reintegration/Foster Care Contractor will provide services as a new referral.
74	4.15 (c)	If a new Contractor is selected, who will be responsible for aftercare services for children adopted before 07/01/05?	The current Adoption Contractor will be required to provide 12 months of after care services to children whose adoptions were finalized prior to 7/1/05.
75	4.15.c & 5.2	If a child being provided aftercare services on 6/30/05 by a current Reintegration and Foster Care contractor requires an out of home placement after 6/30/05, will this be a referral to the new contractor? Will the payment be at the tier 1 (100%) rate? If yes, how long will payment remain at the tier 1 rate?	If a child comes out of home on or after 7/1/05 it would be a new referral to the Reintegration/Foster Care Contractor. The payment will be at Tier One for the maximum time allowed.
76	4.16.2	Should proposed elements of scenario demonstrations be addressed in the Technical Proposal or will that involve a later and separate process?	Bidders will not be able to prepare them as in many instances you may have to demonstrate the scenarios "live" during your interview with the selection committee.

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77	4.16.2	This section states, “a complete Technical Proposal will include thorough responses to each response request beginning with the letter “R”. Should the technical proposal only address the “R” response questions? If not, what, if any, are the limitations on the technical proposal narrative?	Technical proposal should include responses to “R” but is not limited to those responses. The Vendor’s Technical Proposal must be single -spaced, Font size 12, limited to 50 pages, 8 ½ x 11, (Appendix limited to an additional 25 pages) plus job descriptions. All pages (including Appendix) must be numbered center bottom.
78	4.16.3	Should all services and facilities must provide reasonable accommodations to families and children with disabilities?	Yes, all services and facilities must provide reasonable accommodations to families and children with disabilities.
79	5	Will there still be a fixed and variable rate?	No, the payment structure consists of a flat monthly rate. It is not dependent on the number of adoption homes recruited, trained and supported.
80	5	The Adoption contract Cost Proposal sheet asks for identification of the region for which the bid is being submitted. Is the Adoption contract a statewide contract or a regional contract? If it’s a statewide contract, are separate bids for each region expected?	The Adoption Contract is statewide, and one bid should be submitted. The Revised Cost Proposal Form is attached and must be used as the coversheet for the fiscal bid. Section 5.1 is amended to read: Cost proposals must be submitted for statewide services. The cost proposal must be submitted in a separate envelop from the technical proposal along with an electronic version in Microsoft Excel. The cost proposal cover sheet provided must be used. Section 5.1.3 (b) is amended to read: “Number of Adoption placements per month for children served by the Adoption Contract.” Section 5.1.3 © is amended to read: “Number of Adoptive finalizations per month for children served by the Adoption Contract.” Section 5.1.7, 3 rd paragraph, delete: “Revenue and Expenses must be tracked separately by region and from the organization’s other businesses”. Replace with: “Revenue and Expenses must be tracked separately from the organization’s other businesses.”
81	5	How will the budget for each area be derived- is there a formula that is currently used?	No, a budget by region is not required for the Adoption Contractor.
82	5.1	Does the State intend for bidders to breakdown their total adoption contract bid by region, as the format looks in the proposal?	No, a budget by area is not required.
83	5.1.4 (e)	What is the State’s definition of Adoptive finalization. Will the contractor have equal access to families statewide?	Adoption finalization is the point at which the court grants legal custody to the adoptive parent(s). Yes, contractors will have equal access to families statewide.

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84	5.1.7	Will Contractors be required to maintain separate checking and payments systems to track contractual and non-contractual costs? What is the rationale for requiring services purchased by Contractor from Contractor operated units and/or cost center to be tracked separately and the amount charged to the contract to not exceed the lesser of costs or charges?	While separate checking accounts and payment systems are not required, the ability to readily isolate costs and revenues applicable to the contract is required. The rationale is to prevent excessive profit margins being built into services provided by divisions within the contractor
85	5.2	Does the statement that “All payments will be made in accordance with the contract.” eliminate any opportunity to renegotiate payments in the future due to unforeseen circumstances, incorrect assumptions in developing cost proposals and/or financial hardship?	No, this statement means there will be no payments other than the established rates, i.e. no advances or loans.
86	5.2	Previously in the reintegration and adoption contract, the totally variable rate had some devastating effects on the stability of the system and financial viability of the contracting agencies. The contractors are facing an untested financial structure and model of best practice. Given that lack of predictability, what safeguards will the state put in place to assure stability in the system and financial viability of the contractors accepting these new risks?	While there are no specific safeguards, this model of practice is based on history of program data.
87	5.2.1	“General Payment”: 1. Does payment begin at the time the adoption contractor is notified of a case plan goal of adoption and begin working with the case managing agency?	No, the payment structure is not tied to the number of families recruited, trained and supported. It is a flat monthly rate for the contract in its entirety.
88	5.2.2	Is the flat monthly rate per child/per month or a lump sum payment? What specific performance outcomes will be utilized to determine payment of the 10% sum withheld from regular payments?	There are no children referred to the Adoption Contractor. The payments structure is not tied to number of families recruited, trained and supported. The flat monthly rate is for the contract in its entirety and will be paid monthly. Payment of the 10% is dependent on achievement of outcomes defined in Section 6.21 for the population served by this contract. The population for outcomes served by this contract is children who do not have identified resources.
89	5.2.2	Payment Schedule. Please clarify whether the payment is a flat monthly rate per child referred, or a flat monthly rate no matter how many children are referred.	It is a flat monthly rate not tied to number of families recruited, trained and supported.
90	5.2.2	The payment mechanism seems to indicate that the Adoption Contractor’s rate beginning the second year is predicated on achievement of all contract outcomes, not just those that apply to adoption. Please clarify the intent of this language.	Payment of the 10% is dependent on achievement of outcomes defined in Section 6.21 for the population served by this contract. There is shared responsibility with the case management entity to achieve outcomes.
91	6	How are the “full disclosure” standards contained in Section VI of both RFPs (especially Section 6.9.1 of the Family Pres RFP and 6.6.5 of the Reintegration-Foster Care RFP), intended to fit together with the confidentiality requirements in Section 3.12 and 4.13.4(j) of the RFP, and the requirements of HIPAA, K.S.A. 38-1506 and 38-1507?	HIPPA and the confidentiality requirements allow for the sharing of information in treatment and health care operations. The full disclosure practice described in the sections referenced enable all members of the treatment team including resource families to have the information required to effectively serve the family.

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92	6	Prior to the adoption RFP, in setting up the AdoptUSKids recruitment process, SRS determined that it would be conflict for a contracting agency to have exclusive control over all referrals coming to the project. (This was based on the assumption that having one agency control recruitment of both adoption and foster homes creates an unfair advantage). Has SRS changed its view about the situation? If not, it appears the RFP language sets up this very conflict SRS was trying to avoid. If SRS no longer believes this is a conflict, has SRS changed its rationale and if so on what basis?	AdoptUSKids is in the Adoption Contract because this fits the values and philosophy of child welfare in the state of Kansas. It will increase timeliness of permanency by connecting the resource families directly with the adoption worker who has responsibility of recruiting a family for a child without an identified resource. The Adoption Contractor will be held responsible for the equitable distribution of recruited families who are interested in foster care to a child placing agency.
93	6	Currently the Children's Alliance is managing the statewide AdoptUSKids contract through April of 2005. Is it the expectation of SRS, based on language of contractor expectations set out in 6.7D of the adoption RFP, that those responsibilities will transfer to that agency awarded the contract?	Yes, we will be shifting the responsibility. The State has the authority to designate the Response Team.
94	6.3 E	Does an "electronic" interface currently exist with the National Adoption Exchange and if so, can SRS provide a standard interface specification that defines the file and transmission formats, transmission frequency, file encryption, etc.? If no interface specification exists, what role does the vendor play in the development of that specification?	This is a possible future enhancement with the National Adoption Exchange. The Adoption Contractor role is to work collaboratively with SRS and the National Adoption Exchange to develop the electronic interface.
95	6.3.1 (h)	"Safety, Permanence and Well-Being of Children": 1. If there are multiple adoptive resources for a child, does it stay with the case managing entity and no referral to adoption even though no one single family can be considered the IR? 2. What is the definition of an IR or what level of commitment does a family need to have to be considered an IR? 3. Who makes the determination that a family is the IR, SRS or the case managing entity? 4. If an IR is determined after the adoption agency is notified of case plan goal of adoption, is a referral still made to the adoption contractor once PRT takes place? Specifically if the IR is determined to be a pool family.	1. If there are multiple identified resources the case managing entity in partnership with the families and SRS will determine the best placement for the child – child will not be referred to the Adoption Contractor. 2. An identified resource is a family who has been identified to serve as the short term care giver and will also serve as the adoptive parent or legal guardian for the child as necessary. 3. SRS will partner with the case managing entity. 4. The Adoption Contractor will not be utilized if an adoption resource is available.
96	6.3.3 (d)	"Family Centered Practice Principles": Is the adoption contractor expected to work with the birth family at time of case plan goal changing to adoption?	Working cooperatively with the case management entity, the adoption contractor is expected to do whatever it takes to ensure that the child has the optimal safe connection to his/her birth family (this might include extended family such as grandparents who were unable to adopt but want to stay in contact with the child), or it might include mediating between the birth parents and the adoptive family to determine the amount and type of ongoing contact that can occur between the child and his/her birth parents.
97	6.3.3 E	Are they indicating OPPLA (IL) as not a goal to be used, or just strongly opposing its use?	OPPLA is a viable permanency option when all other permanency goals have been ruled out.

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98	6.4.6	Is the expectation that the Family Preservation/Foster Care and Adoption case managers will both be responsible for crisis calls and emergency placements?	Yes, the Adoption Contractor must be accessible for crisis calls within one hour to ensure children do not have to move from their homes. Their efforts should be coordinated with those of the case managing entity who is responsible for the arrangement and payment of emergency placements if warranted.
99	6.5 (D,E)	Who owns the Adoption Exchange—SRS or the current Contractor? If the current Contractor owns the Adoption Resource Exchange, should costs associated with purchasing that Exchange or developing a new one be factored into the bid? Since the current Contractor would not have these costs, would this not place new bidders at an unfair disadvantage? Can new bidders assume the current Exchange will be made available to them at no cost if selected to be the Contractor? (see also 3.32)	It is not the intent of SRS to put any bidder at a disadvantage. It will be addressed in negotiations. While the system is developed for this contract or has been previously developed and ownership transfers, there should be no disadvantage to any bidder.
100	6.6	Is the Adoption Contractor entitled to receive only the child’s assessment information from the Cases Managing Entity, or under the principles of “full disclosure” as defined in sections 6.1 and 6.3.5?	The Adoption Contractor will have access to all information in the child’s case file.
101	6.6	Since Adoption is not responsible for equitable recruitment across the state, how will SRS ensure all contactors have equal access to families?	The Adoption Contractor is required to recruit families to meet the needs of the population served.
102	6.6 (c)	“Services to be Provided”: 1. Will the entire case record be made available to the adoption contractor or only assessment information? 2. What is the definition of “assessment information”? 3. What does, “make available” mean? A copy of the case file or access to the case record at the case managing entity office?	Yes, the Adoption Contractor will have access to all information in the child’s case file. “Assessment information” will be clarified in the PPM. The Case Managing entity will be required to provide a copy of all information needed for recruitment services and provide access to the child’s entire file. The Adoption Contractor and case management entity need to collaborate to ensure adequate information is exchanged.

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103	6.6 D	<p>Section 6.6.E implies that the statewide Adoption Resource Exchange is a technology-based solution (e.g. Web based). Is this correct? If so, can SRS provide any minimum business, functional or system requirements pertaining to the exchange? If no requirements exist, what methodology does SRS plan to employ in the defining, documentation, design, and development of the statewide exchange or is that left to the sole discretion of the vendor?</p>	<p>The Adoption Resource Exchange is a technology-based solution, e.g. web-based. The development is left to the discretion of the vendor in concert with the National Adoption Exchange. SRS will retain ownership under this contract of the Adoption Resource Exchange. The Adoption Resource Exchange must serve as a database tracking the children referred for adoption without an identified resource. It must disseminate information about those children to prospective adoptive parents and provide a matching tool for the Adoption Contractor. The Adoption Resource Exchange must contain complete up to date information, including but not limited to photographs, social histories, and the child's special needs. Similar information must be input on families who are registered on the Exchange, including home studies, to facilitate the matching process. If technology becomes available this program will need to interface with the National Resource Exchange.</p>
104	6.7 (A)	<p>Does the five working days clock begin when SRS receives the journal entry terminating parental rights?</p>	<p>The clock begins when parental rights have been terminated or relinquished, the case plan goal is adoption, and SRS determines a request for service is needed.</p>
105	6.7 A	<p>Adoption Intake – Understanding that only those children with no identified resource will be referred, can a referral happen at any point once PRT has occurred? For example, if the FC contractor identifies a resource and that family subsequently goes away (for whatever reason), could a referral be sent to the Adoption Contractor then?</p>	<p>Yes, a request for service can be made at any time there is not an identified resource for the child.</p>
106	6.7 B.4	<p>This language suggests that FC contractors will provide documentation of all previously ruled out relatives. It is often that such a decision is challenged by relatives. Will it be the Adoption Contractor's responsibility to again review relatives if that challenge happens after referral?</p>	<p>Yes, it is the adoption contractor's responsibility to again review relatives if a challenge happens after referral.</p>
107	6.7 (D.3)	<p>Will AdoptUSKids funds remain with the current subcontracting agency or be included in the new Adoption contract?</p>	<p>AdoptUSKids funds are provided to the state's specified recruitment response team directly by AdoptUSKids independent of this RFP. The current recruitment response team received \$24,561.00 from AdoptUsKids to provide the first year of services.</p>

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108	6.7 D.3	<p>Statewide Recruitment Response Team – Please clarify the following information. AdoptUSKids has contracted with the Children’s Alliance of Kansas to be the Statewide Recruitment Response Team. It is our understanding that this is a 3 year contract, with the first year just initiated. Based on the impromptu answer provided at the pre-bid conference, the new adoption contractor will become the Statewide Recruitment Response Team entity, funded by AdoptUSKids, on July 1, 2005. Please clarify that the intent is to shift this responsibility, and AdoptUSKids funding, from the Children’s Alliance to the new contractor on that date. If so, has AdoptUSKids agreed to this change half way through their award period?</p>	<p>Yes, we will be shifting the responsibility. The State has the authority to designate the Response Team.</p>
109	6.7 D.3	<p>Statewide Recruitment Response Team – Please clarify the following information. An answer was given to a submitted written question referencing if the Adoption Contractor would be responsible for the equitable distribution of potential foster resource homes, as the Statewide Recruitment Response Team. The answer was no. This answer is different from the intent of the project, which is to give equitable distribution to all involved child placing agencies. Please clarify.</p>	<p>The Adoption Contractor will be held responsible for the equitable distribution of recruited families who are interested in foster care to child placing agency throughout the state.</p>
110	6.7 D.3	<p>Statewide Recruitment Response Team – Please clarify the following information. Does the State see any potential conflict of interest in having the adoption contractor perform the Statewide Recruitment Response Team function, while also being a child placing agency that offers foster home services? Depending on the answer to this question, will the state consider awarding both a FC/Reintegration Services contract and the Adoption Contract to the same agency?</p>	<p>AdoptUSKids is in the Adoption Contract because this fits the values and philosophy of child welfare in the state of Kansas. The purpose of the PS-MAPP Preparation and Selection Program is to provide an organized way to decide together whether fostering, adoption or both is right for the family; help the family to develop skills to be successful and to become satisfied foster and adoptive parents; and set the stage for ongoing partnership with the child welfare system. The Adoption Contractor will connect families interested in foster care with a child placing agency. Yes, the state will consider all bids. Should one agency be successful in bidding for more than one contract, reporting requirements will address concerns about conflict of interest.</p>
111	6.7 (D.3.b)	<p>Will the Contractor be held responsible for the equitable distribution of recruited families who are interested in foster care to CPA’s throughout the state?</p>	<p>Yes. AdoptUSKids is in the Adoption Contract because this fits the values and philosophy of child welfare in the state of Kansas. It will increase timeliness of permanency by connecting the resource families directly with the adoption worker who has responsibility of recruiting a family for a child without an identified resource. The Adoption Contractor will be held responsible for the equitable distribution of recruited families who are interested in foster care to child placing agency throughout the state.</p>
112	6.8	<p>Service Planning and Service Delivery – Which entity (Case Management Contractor or Adoption Contractor) has the ultimate decision in selecting an adoptive family for a child?</p>	<p>This is a collaborative effort, however if there is a disagreement the team will use the dispute resolution process.</p>

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113	6.8.1 D	“Assessment” (D) “Mental Health”: Which contractor is responsible for 1 & 3 (Identifying mental health needs of child and SED screening)?	All contractors who have contact with a youth in custody should assess the general mental health needs of the child. The SED Screening Tool will be completed periodically including during the initial General Family Centered System Assessment, the case managing entity will make a referral to the local CMHC for an SED evaluation.
114	6.8.1 E	“Assessment” (E) “Developmental Disability”: Which contractor is responsible for 1 (Screening the child for MR/DD)?	If a need is identified through a standardized screening tool and an evaluation has not been done, the case managing entity will make a referral to the local CDDO for this evaluation.
115	6.8.1 F	“Assessment” (F) “Substance Abuse”: Which contractor is responsible for 1 (Screening the child for substance abuse issues)?	If a need is identified through a standardized screening tool and an evaluation has not been done, the case managing entity will make a referral to a licensed substance abuse provider for this evaluation.
116	6.8.3	Court Attendance – The RFP is clear that the Adoption Contractor will attend the finalization hearing. Please clarify the Adoption Contractor’s role in other, ongoing court hearings, i.e. provide information for the case manager’s court report, attend court routinely, or only when asked to testify, etc.	In addition to being present at the finalization hearing, the Adoption Contractor will provide information as necessary to provide adequate and full information to the court and will attend court when asked to provide input.
117	6.9.1 (F)	What is the consequence in there not being a new referral to the Adoption contract?	None. The payment structure is a flat monthly rate not related to the number of families recruited, trained, and supported.
118	6.14	Interstate Compact – The current ICPC protocol is to submit a request for placement on behalf of the child. Which entity (Case Management Contractor or Adoption Contractor) is responsible for submitting the ICPC paperwork on behalf of the child?	If the Adoption Contractor is providing recruitment services for the child, it would be the responsibility of the Adoption Contractor, supported by the case managing entity and SRS, to complete the ICPC process. If the child has an identified resource, then the case managing entity would be responsible for the completion of the ICPC process.
119	6.15 D	Should the second #1 actually be #3?	Yes
120	6.18	Can additional outcomes be expected for the Adoption contract, e.g. number of families recruited, number of child/family matches, etc.?	No, however there will be reporting requirements.
121	6.18	“Outcomes”: Which outcomes will the adoption contractor be solely monitored on?	There is shared responsibility for achievement of outcomes with the case management entity. Performance for this contract will measure the outcomes applicable to the population served by this contract. The population for outcomes served by this contract is children who do not have identified resources.
122	6.21	Which outcomes are applicable to which contracts?	Outcome indicators are specific to population sets. Outcomes apply to all contractors who have responsibility for those populations.

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123	Outcome P-1; Goal 10	What is the definition of a contact with law enforcement? How will contacts with birth or resource families be collected and reported?	Contact with law enforcement means that the youth was arrested or otherwise interacts with law enforcement as a result of the child's misbehavior. SRS will develop a reporting format for law enforcement contacts with parents regarding the child and a reporting format for child arrests.
124	Outcome P-1; Goal 11	Since SRS approves permanency goals, should this outcome be applicable to Contractors or to SRS?	It is the partnership between SRS and the Contractors that will allow the state of Kansas to meet the goals of permanency, safety and well being.
125	Outcome P-1; Goal 12	The operational definition is somewhat confusing—can it be clarified?	The definition means of the total number of permanency hearings in a month, how many of those were held in a timely manner – (according to the ASFA timeframes).
126	Outcome P-1; Goal 12	What is the definition of an independent living placement?	It appears that this question is actually referring to Goal 17—an example of an independent living “placement” is a youth living in their own apartment (or sharing an apartment) but the case management entity is still involved providing some level of support.
127	Outcome P-1; Goal 14&15	How do these goals interrelate between Contractors?	It is the partnership between SRS and the Contractors that will allow the state of Kansas to meet the goals of permanency, safety and well being
128	Outcome P-2; Goal 18	What baseline data was used to determine the performance level of 75%?	Goals based on best practice were established through collaboration with stakeholders.
129	Outcome WB-1; Goals 20 & 21	How will the baseline be established for measurement of goal attainment?	The baseline will be established by reviewing data gathered for a six month period prior to contract finalization.
130	Outcome WB-2; Goal 23	How will the baseline be established for measurement of goal attainment? How will attendance records be accessed, aggregated and reported?	The baseline will be established by reviewing data gathered for a six month period prior to contract finalization. The question will be added to the case review regarding academic performance, a question added to the Client Satisfaction Survey, a survey will be developed for stakeholder satisfaction.
131	Outcome WB-3; Goal 25	Since Medicaid is excluded from contracts, how will Medicaid data be collected from non-contractor service providers (e.g. SED/CBS data as CMHCs are not required currently to submit data to Contractors)?	Medicaid data is collected in the MMIS system. Contractors will be able to work with their State of Kansas program manager for reports of aggregated data. Contractors are expected to work with their CMHCs and or other mental health providers to obtain information regarding services provided to individual children.
132	R6.10.1	Is the “detailed recruitment plan” to be provided as part of the technical proposal treated like job descriptions and excluded from the 50-page limit of the technical proposal and excluded from the 25 page limit of the appendix?	It is part of the Technical Proposal and include in the 50-page limit.
133	R6.12.4	Is the “sample Memorandum of Agreement” and “letters of commitment from anticipated sub-contractors or collaborators” treated like job descriptions and excluded from the 50-page limit of the technical proposal and excluded from the 25-page limit of the appendix?	Letters of intent and Memorandums of Agreement are excluded from the 25 page limitation for Appendices.

Adoption Services RFP #07482 – Vendor Questions

Attachment: County to Regions FY2006

County	County Code	SRS Region	FY 2006 Contract Region
Butler	BU	South Central	Region 1
Chase	CS	South Central	Region 1
Chautauqua	CQ	South Central	Region 1
Coffey	CF	South Central	Region 1
Cowley	CL	South Central	Region 1
Greenwood	GW	South Central	Region 1
Lyon	LY	South Central	Region 1
Marion	MN	South Central	Region 1
Morris	MR	South Central	Region 1
Bourbon	BB	Southeast	Region 1
Cherokee	CK	Southeast	Region 1
Crawford	CR	Southeast	Region 1
Labette	LB	Southeast	Region 1
Linn	LN	Southeast	Region 1
Montgomery	MG	Southeast	Region 1
Neosho	NO	Southeast	Region 1
Wilson	WL	Southeast	Region 1
Woodson	WO	Southeast	Region 1
Elk	EK	South Central	Region 1
Allen	AL	Southeast	Region 1
Anderson	AN	Southeast	Region 1
Johnson	JO	Kansas City Metro	Region 2
Leavenworth	LV	Kansas City Metro	Region 2
Miami	MI	Kansas City Metro	Region 2
Wyandotte	WY	Kansas City Metro	Region 2
Douglas	DG	Kansas City Metro	Region 2
Franklin	FR	Kansas City Metro	Region 2
Atchison	AT	Northeast	Region 3
Clay	CY	Northeast	Region 3
Cloud	CD	Northeast	Region 3
Dickinson	DK	Northeast	Region 3
Doniphan	DP	Northeast	Region 3
Ellsworth	EW	Northeast	Region 3
Geary	GE	Northeast	Region 3
Jackson	JA	Northeast	Region 3
Jefferson	JF	Northeast	Region 3
Jewell	JW	Northeast	Region 3
Lincoln	LC	Northeast	Region 3
Marshall	MS	Northeast	Region 3
Mitchell	MC	Northeast	Region 3
Nemaha	NM	Northeast	Region 3
Osage	OS	Northeast	Region 3
Ottawa	OT	Northeast	Region 3
Pottawatomie	PT	Northeast	Region 3
Republic	RP	Northeast	Region 3
Riley	RL	Northeast	Region 3
Saline	SA	Northeast	Region 3
Shawnee	SN	Northeast	Region 3
Wabaunsee	WB	Northeast	Region 3
Washington	WS	Northeast	Region 3

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County	County Code	SRS Region	FY 2006 Contract Region
Brown	BR	Northeast	Region 3
Harvey	HV	South Central	Region 4
Kingman	KM	South Central	Region 4
Reno	RN	South Central	Region 4
Rice	RC	South Central	Region 4
Sumner	SU	South Central	Region 4
Barber	BA	West	Region 4
Comanche	CM	West	Region 4
Edwards	ED	West	Region 4
Finney	FI	West	Region 4
Ford	FO	West	Region 4
Grant	GT	West	Region 4
Gray	GY	West	Region 4
Greeley	GL	West	Region 4
Hamilton	HM	West	Region 4
Haskell	HS	West	Region 4
Hodgeman	HG	West	Region 4
Kearney	KE	West	Region 4
Kiowa	KW	West	Region 4
Lane	LE	West	Region 4
Meade	ME	West	Region 4
Morton	MT	West	Region 4
Ness	NS	West	Region 4
Pratt	PR	West	Region 4
Scott	SC	West	Region 4
Seward	SW	West	Region 4
Stafford	SF	West	Region 4
Stanton	ST	West	Region 4
Stevens	SV	West	Region 4
Wichita	WH	West	Region 4
Barton	BT	West	Region 4
Cheyenne	CN	West	Region 4
Decatur	DC	West	Region 4
Ellis	EL	West	Region 4
Gove	GO	West	Region 4
Graham	GH	West	Region 4
Logan	LG	West	Region 4
Norton	NT	West	Region 4
Osborne	OB	West	Region 4
Pawnee	PN	West	Region 4
Phillips	PL	West	Region 4
Rawlins	RA	West	Region 4
Rooks	RO	West	Region 4
Rush	RH	West	Region 4
Russell	RS	West	Region 4
Sheridan	SD	West	Region 4
Sherman	SH	West	Region 4
Smith	SM	West	Region 4
Thomas	TH	West	Region 4
Trego	TR	West	Region 4
Wallace	WA	West	Region 4
Harper	HP	South Central	Region 4

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County	County Code	SRS Region	FY 2006 Contract Region
Mcperson	MP	South Central	Region 4
Clark	CA	West	Region 4
Sedgwick	SG	WICHITA	Region 5

Adoption Services RFP #07482 – Vendor Questions
Attachment: Connectivity and Network Considerations:
SRS RFP 07480, 07481, 07482

A. General Requirements:

1. The successful bidder will be required to use the State's Computer System.
2. Each Contractor Site will require a connection to the KANWIN Network
3. The vendor is responsible for all costs associated with connecting to and remaining compatible with the State system including but not limited to vendor site setup and installation of vendor owned equipment.
4. The contractor is required to be able to communicate with state systems electronically including the ability to attach documents utilizing Novell GroupWise.
5. In the State's computer system, successful bidders will access FACTS (Family and Children Tracking System) to view and enter information, and access KIDS (Kansas Initiative for Decision Support) to view SRS safety and risk information.
6. The vendor must be familiar with Internet Protocol, Ethernet, local area network installation and wiring to IEEE specifications (Category 5E) or must obtain the services of someone who is able to deal with these issues.
7. The State will provide and maintain (at cost to the vendor) all equipment and interoffice communication circuits from the SRS mainframe to and including the on vendor site Router and Encryption device (see below).
8. The contractor is responsible for all equipment on their side of the router/VSU termination
9. Dial-up modems may not be connected to PCs which have access to the State Network.
10. the contractor understands that if the KANWIN circuit is used for internet access, SRS and DISC will monitor the usage on the circuit and they must conform to SRS acceptable use policies. Failure to do so may result in a disconnection of the circuit from KANWIN, and thus SRS.

B. Operational Steps to achieve connectivity

In order to establish KANWIN services for an SRS contractor, the following tasks are completed subsequent to contract award:

1. SRS draft a letter of sponsorship to Department of Administration Division of Information Systems and Computing (DISC)
2. SRS will notify DISC of a need for frame relay service
3. DISC will install Frame Relay Service
4. SRS staff will install VSU (virtual service unit)
5. Connection with vendor will be established
6. SRS and vendor will test connectivity

C. Vendor Responsibility

The information below is to assist the bidder in determining the costs necessary for bidding purposes. Costs may vary depending on the location, intercity mileages involved, type of equipment, personnel and other factors particular to the vendor. The bidder is solely responsible to make themselves fully aware of the costs of accessing and using this system(s). Each Contractor Site will require a connection to the KANWIN Network as outlined below.

1. Operating Systems

Windows 2000 Professional or better is required.

2. PC/Network Hardware/Software

A. PC Hardware and Software must be capable of installing and running the required SRS systems. It must also be capable of providing access security with user ID and password or better.

B. Contractors must maintain synchronization with SRS with regard to software applications and use of GroupWise for mail to SRS

C. Application Software currently used by SRS ¹:

WordPerfect 11.0

MS Word and Excel

Attachmate Extra Personal Client 7.1

GroupWise 6.5

NetWare 6.0 (if Reqd.)

McAfee Anti-Virus

NetWare Client for NT/2000 (If Required)

Fixed IP assignment - (State of Kansas Assigned)

3. Hardware Compatibility

Contractors must maintain hardware compatibility and software release synchronization with SRS. The Vendor is responsible to bear of cost of maintaining compatible equipment and synchronized software. The hub/switch and additional equipment beyond the encryption device including the UPS (Un-interruptible power supply) at the vendor site is the vendor's responsibility.

4. Network Connection -Contractor Client to SRS Systems or Contractor Systems

A. Frame Relay Connection to State Network via DISC (Division of Information Systems and Computing) -Speed Dependent upon number of users.

B. SRS/DISC will provide the Router (at Contractor Expense) and arrange for connection to Topeka Mainframe.

C. Contractor must provide suitable Ethernet hub/switch equipment

D. Supported Protocols on the Frame Relay -IP

E. IP Address series provided by DISC/SRS

F. Costs for the above are outlined below.

G. Vendor requirements for Office Automation functions must be provided by the vendor including a Server for such functions, if required.

5. Network Connection -SRS Main Frame -Contractor Main Frame:

A. If Vendor uses a local Mainframe computer, the network connection must be planned and coordinated with SRS/DISC.

¹ SRS maintains software and operating systems at the most current vendor recommended levels.

6. E-Mail Communications Options : SRS currently uses Novell GroupWise

- A. Either: Contractor must provide their own GroupWise Server with release 6.5 (or current release used by SRS) or use a GroupWise browser application connecting via IP to a GroupWise server located at an SRS location. These details must be approved and coordinated with SRS. This ensures that communications between the contractor and SRS are Secure; or,
- B. The contractor may utilize the SRS Secure email system gateway. The technical requirements for this system may be obtained by contacting SRS Infrastructure management (785-295-4694).
- C. Non secure e-mail via internet is unacceptable

7. Security:

- A. Top Secret (SRS Mainframe Security) access will be required -Arranged thru SRS Security (785)291-3520.
- B. Data Protection - SRS will provide and administer an encryption device to encrypt all IP traffic routed over the above referenced Circuit. Vendors may have alternate connections to the Internet, but if such is provided, they must install and administer a firewall to protect the State network from being accessed via the Internet. Anti-virus software must be provided and virus definitions must be kept current.
- C. Contractor is required to protect the SRS secure network from any external connection including the placement of a firewall.

Costing

A. Technical Requirements:

Vendor's must use the following information for technical requirements and costs for connecting to the SRS Mainframe and Data network for access to agency databases and web servers.

Protocol: TCP/IP

Mainframe Emulation: TN3270

LAN protocol: Ethernet

Customer supplies local area network hub/switch(s).

Category 5E cable connections to the encryption device and Router

Netscape 4.7

Internet Explorer 5.5 or Higher

B. Charges:

The following charges are provided as an estimate of the costs involved in providing KANWIN access per site via the Department of Administration. Please consult Division of Information Systems and Communications (DISC) PPM 2200.17 for the current Rates and charges:

Configuration 1: 128Kbs 7-23 devices

Service Category	One Time Cost	Monthly
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Frame Relay Circuit ²	510.00	**
Router	0.00	525.00
Administrative Surcharge (5%)	0.00	26.65
Total	510.00	**

Configuration 2: 384Kbs >23 devices

Service Category	One Time Cost	Monthly Cost
Frame Relay Circuit	510.00	**
Router	0.00	745.00
Administrative Surcharge (5%)	0.00	37.65
Total	510.00	**

- SRS recommends that at least a 384KB circuit be provided.
- Both configurations provide access to the KANWIN network, including Internet access.
- Installation lead time from date order is received by DISC: 60 days
- Inside wiring for the termination of the frame relay circuit to the router if necessary, is additional: costs to be determined at the time of installation.
- Higher speed frame-relay circuits are available, if needed. Please contact SRS Network for pricing.
- Terms are net 30 days, payable to Department of Administration, DISC.
- Order/configuration information or questions can be directed to:

Division of Information Systems and Computing (DISC)
Bureau of Customer Services
900 SW Jackson Rm 751
Topeka KS 66612-1275
Voice 785-296-4999
Fax 785-296-6729

² Frame Relay Circuit costs vary by location/local telephone company/distance from central hub locations. Contact DISC and or the local Telephone company for exact costs. Costs shown assume a 3 year contract for service. Penalties apply for early termination.

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SECTION V
Adoption Services
REVISED COST PROPOSAL FORM

Name of submitting organization: _____

(Per instructions in this section of the RFP, submit a statewide rate)

Monthly Rate for the Entire Contract

1st Year	2nd Year	3rd Year	4th Year

The rates for Years 5 and 6 will be negotiated at the time of renewal.

Attach this sheet to the front of the Cost Proposal. Follow submission instructions stated in RFP.