

Reintegration, Foster Care, Adoption RFP #11484 – Vendor Questions final version July 25, 2008

#	RFP Reference	Question	Response
1	Section 1, Item 14	(a) Can you more clearly define 'legally recognized' proprietary information? (b) Outside of obtaining trademarks, copyrights, and patents, are there other legal avenues, (i.e. company policies, procedures and documentation) that would qualify documents as proprietary under your definition of 'legally recognized'?	As used the term has the generally accepted meaning indicating ownership and the right to protect use. The normal avenues to protect exclusive use are necessary. Company policies and procedures alone are not sufficient to create a legally protected proprietary interest.
2	Section 1, Item 2	(a) Are bidders allowed to have our own generated exhibits that are outside the attachments outlined in the RFP? (b) If so, do these exhibits need to be included in the page limitation count or do they have their own page limitation?	RFP reference appears to be in error. If the question is in reference to Section 2, Item 2 the answer is: (a) No (b) Not applicable
3	Page 1, Closing Date	If there were to be an extension to this date, how much notice will be given?	No extension contemplated.
4	Section 1, Item 6	Does this mean that each copy should have original signatures?	No, original signature need only be on the original document.
5	Section 1, Item 10	(a) Would agencies currently not accredited with COA be excluded from submitting a bid? (b) If COA is required, will there be a time allowed for agencies to become accredited if current accreditation is maintained?	RFP reference appears to be in error. If the question is in reference to Section 2, Item 5.B the answer is: The bidder must be accredited with the Council on Accreditation before July 1, 2009; or, if accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), the proposal shall include information on how the organization will meet and maintain best practice standards related to recruitment and retention of foster and adoptive parents, adoptive parent assessments, home studies, aftercare for legal permanencies, and other standards specific to child welfare practice.
6	Section 1, Item 10	Will the State be facilitating rapid accreditation if requiring COA?	RFP reference appears to be in error. If the question is in reference to Section 2, Item 5.B the answer is:

			No
7	Section 1, Item 14, Para 2	Please define “legally recognized” and “protected by law” in relation to proprietary information. What documentation will be required to show this status?	The terms have the generally accepted meaning indicating ownership and the right to protect use. The documentation normally used to protect exclusive legal rights are necessary.
8	Section 1, Item 2	Who are the members of the PNC?	The names of PNC members will be disclosed during bidder meetings and negotiations.
9	Section 1, Item 8	If a bid proposal is submitted prior to deadline and a contract addendum is subsequently issued, may we modify our proposal?	Yes. If a proposal is submitted prior to the closing date/time, a vendor may modify their proposal under this provision, prior to the closing date/time, if the State issues a contract addendum
10	Section 1, Item 11	Bullet 5: Is the PNC permitted to review outcomes from past services outside of proposals?	Yes.
11	Page 13; Section 2, Item 5B	Are any other national accreditation organizations included such as Joint Committee on Accreditation of Healthcare Organizations?	The bidder must be accredited with the Council on Accreditation before July 1, 2009; or, if accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), the proposal shall include information on how the organization will meet and maintain best practice standards related to recruitment and retention of foster and adoptive parents, adoptive parent assessments, home studies, aftercare for legal permanencies, and other standards specific to child welfare practice.
12	Section 2, Item 5B	Historically, the Foster Care / Reintegration Contracts required accreditation either by the Council on Accreditation or The Joint Commission (TJC), formerly referred to as the Joint Commission on Accreditation of Healthcare Organizations. Founded in 1951 TJC is one of the oldest and most prestigious accrediting bodies, surveying child welfare organizations for more than 30 years. Providers who operate psychiatric residential	The bidder must be accredited with the Council on Accreditation before July 1, 2009; or, if accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), the proposal shall include information on how the organization will meet and maintain best practice standards related to recruitment and retention of foster and adoptive parents, adoptive parent assessments, home studies, aftercare for legal permanencies, and other standards specific to child welfare practice.

		<p>and hospital facilities are required to be accredited by TJC, and this accreditation includes its child welfare case management services. Having all services accredited by one accrediting body avoids duplication of effort and cost.</p> <p>(a) Does accreditation with TJC satisfy the requirement of Section 2, 5.B?</p> <p>(b) If the Council on Accreditation is the only accrediting body accepted by SRS for this contract, what timeframe is allowed for a Contractor to achieve this accreditation?</p> <p>(c) Are the letter and most recent re-accreditation survey results considered attachments or should they be counted toward the page limitation?</p>	<p>The letter and survey are not counted toward the page limit.</p>
13	Section 2, Item 5B	<p>Our organization is accredited by the Joint Commission on Accreditation for Healthcare Organizations – Behavioral Health. Is this an acceptable accreditation for RFP 11484?</p>	<p>The bidder must be accredited with the Council on Accreditation before July 1, 2009; or, if accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), the proposal shall include information on how the organization will meet and maintain best practice standards related to recruitment and retention of foster and adoptive parents, adoptive parent assessments, home studies, aftercare for legal permanencies, and other standards specific to child welfare practice.</p>
15	Section 2, Item 5B	<p>(a) Will other accreditations, such as JCAHO, suffice?</p> <p>(b) If currently not COA accredited, will a grace period be granted to allow for establishment of accreditation by COA?</p> <p>(c) What would be that timeframe to get accredited?</p>	<p>The bidder must be accredited with the Council on Accreditation before July 1, 2009; or, if accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), the proposal shall include information on how the organization will meet and maintain best practice standards related to recruitment and retention of foster and adoptive parents, adoptive parent assessments, home studies, aftercare for legal permanencies, and other standards specific to child welfare practice.</p>

16	Section 2, Item 5B	<p>(a) Are alternate accreditations allowed?</p> <p>(b) Will SRS grant a grace period to non-COA agencies allowing them time to attain this accreditation?</p>	<p>The bidder must be accredited with the Council on Accreditation before July 1, 2009; or, if accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) or The Joint Commission (TJC), the proposal shall include information on how the organization will meet and maintain best practice standards related to recruitment and retention of foster and adoptive parents, adoptive parent assessments, home studies, aftercare for legal permanencies, and other standards specific to child welfare practice.</p>
17	Section 2, page 11,#1	<p>Two (2) electronic/software version(s) of the technical and cost proposals are required and shall be in Microsoft Word or Excel. Some attachments to the technical proposal may come from outside parties or require signature and will need to be scanned in order to submit electronically.</p> <p>(a) Can these items be submitted in PDF format?</p>	<p>Those documents with signatures and any attachments, not available in Word or Excel, may be submitted in PDF format.</p>
18	Section 2, page 11, #2 C	<p>(a) Is it permissible to do one technical and cost proposal for a statewide (5 region) bid or must the bidder submit a separate proposal for each Region within the statewide bid?</p> <p>(b) Also, if separate bids are required for a statewide bid, must all bids be by the same contractor?</p>	<p>(a) Per Section 2 (2) (C), "Separate technical and cost proposals are required for each region." (b) No.</p>
19	Section 2, Item 4F	<p>(a) The cost proposal package is required to include financial statements according to Section 5.1.2. As this Section 2, 4F is in the technical section, is a financial statement also required within the technical proposal package to be submitted by August 26th?</p> <p>(b) If so, is it allowed as an attachment or</p>	<p>The financial statements are not to be submitted with the technical proposal. They are to be submitted only with the cost proposals.</p>

		is it included in the page limitation?	
20	Section 2, Item 11	Can you please provide the fixed and variable rates for all contractors (including the Family Preservation out-of-home rates) for the current year effective July 1, 2009. The supplemental information only includes rates effective July 1, 2008.	 <p>Microsoft Office Excel 2003 Workshee</p> <p>See embedded Excel spreadsheet above for rates effective July 1, 2008. The rates for July 1, 2009, are the rates being bid in this RFP.</p>
21	Section 2, Item 5D	To what level within each organization would you like Resumes?	Program Director and above
22	Section 2, Item 1	Are we correct in understanding we need to provide 15 copies of the cost proposal?	Yes
23	Section 2, Item 1	<p>The RFP states 2 electronic versions of the technical and cost proposals are required for the technical and cost responses. (a) Does that mean 2 CD's for the Technical Proposal and 2 CD's for the Cost Proposal?</p> <p>(b) Or does that mean one for each proposal? Are both "versions" to be provided in Word or Excel?</p>	<p>Two CDs are required for the Technical Proposals and two CDs are required for the Cost Proposals; for a total of four CDs.</p> <p>Those documents with signatures and any attachments, not available in Word or Excel, may be submitted in PDF format.</p>
24	Section 2, Item 1	<p>(a) Other than the documents being in Microsoft Word/Excel, is a particular format or file structure preferred for documents provided on the CD?</p> <p>(b) Should specific folders, or document titles, etc., appear on the CD when it is opened, or is it sufficient if we just include all of the proposal documents?</p>	<p>a) Those documents with signatures and any attachments, not available in Word or Excel, may be submitted in PDF format.</p> <p>(b) Organization of files on the CD will be appreciated.</p>
25	Section 2, Item 2	(a) Under what circumstances does SRS	(a) Required as part of RFP if bidder has entered into a MOA or received Letters of Intent.

		<p>expect bidders to provide letters of intent and memorandums of agreement?</p> <p>(b) Can you provide more specific guidance about the sort of information SRS expects to receive in the event that bidders plan to provide certain services through affiliations or subcontracting arrangements?</p>	<p>(b) Copies of the agreement or detail about the content of the intended agreements and letter of intent or other documentation from affiliates and subcontractors.</p>
26	Section 2, Item 31	<p>(a) What is the extent of risk to contractors?</p> <p>(b) How are sanctions passed on to individual contractors?</p> <p>(c) How does this impact regional performance when federal sanctions are generally administered statewide?</p>	<p>Contractors are required to follow all contract requirements and meet the program outcomes. Unacceptable performance by a contractor will result in a corrective action plan (CAP). Failure of the contractor to meet the CAP requirements within CAP time lines may result in termination of the contract and/or penalties. If Contractor follows contract requirements, there is no risk of penalty. If a contractor is responsible for loss of federally matching fund and has failed to successfully complete a CAP, payments may be reduced accordingly.</p>
27	Section 2, Item 8	<p>(a) Can you clarify the types of preferred entities for the required three references?</p> <p>(b) Is the expectation that these will be local, Kansas, or national organizations? Peers, partners, or community entities?</p> <p>(c) Is there an expectation or is it standard practice to provide letters of support in addition to references?</p> <p>(d) Do general letters of support provide a benefit in the evaluation process?</p>	<p>(a) Those with experience related to the services necessary to achieve contract outcomes or those with experience with your agency's performance.</p> <p>(b) Yes and yes.</p> <p>(c) Letters of support are not required.</p> <p>(d) No.</p>
28	Section 2, Item 5D	<p>Was the intent of this item to include resumes of "key" personnel or that all personnel associated with this contract shall have resumes submitted?</p>	<p>Program Director and above.</p>

29	Section 3, Item 43, Page 24	<p>The SRS Recipient Monitoring Policy does not apply to procurement contracts. Historically, the Child Welfare contracts for Reintegration Services have been considered a procurement contract, thus the SRS Recipient Monitoring Policy was not applicable, as the contractors were deemed to be vendors of the State of Kansas.</p> <p>(a) Will this contract be a change from the previous contracts and would this contract be subject to both the SRS Recipient Monitoring Policy and to the provisions of OMB Circular A-133?</p>	<p>The Recipient Monitoring Policy does not apply to procurement contracts. Thus, these contracts are not subject to the Recipient Monitoring Policy and are not required to have an A-133 audit. (An audit might be necessary if the entity receives funding from other funding sources, either through SRS, the county or other state and federal funding sources.)</p> <p>The successful bidder must have annual audits of their financial statements (not necessarily A-133 audits) and must submit them within 180 days following the end of the fiscal year.</p>
30	Section 3, page 24, #43	<p>With regard to compliance with all applicable requirements of SRS Recipient Monitoring Policy, SRS has previously indicated that because the contract is a purchase of service contract (as opposed to a grant, award or other covered pass through assistance) that a single audit is not required by the contract unless one is required by other funding sources.</p> <p>(a) Is this still correct?</p>	<p>The Recipient Monitoring Policy does not apply to procurement contracts. Thus, these contracts are not subject to the Recipient Monitoring Policy and are not required to have an A-133 audit. (An audit might be necessary if the entity receives funding from other funding sources, either through SRS, the county or other state and federal funding sources.)</p> <p>The successful bidder must have annual audits of their financial statements (not necessarily A-133 audits) and must submit them within 180 days following the end of the fiscal year.</p>
31	Page 20; Section 3, Item 22	<p>(a) Does this include the client record?</p> <p>(b) Does the state own the client record? Who obtains the consent?</p>	<p>(a) It does not include the client's records but does include any record created or received by the contractor.</p> <p>(b) The state owns all records and reports created or received by the contractor in the course of carrying out responsibilities under this contract. No consent is necessary in regard to Section 3, Item 22.</p>
32	Section 3, page 19, #13 A - C	<p>(a) When referring to the term "subcontractor" is the RFP referencing only those organizations/agencies/individuals with whom the contractor is contracting to provide an essential</p>	<p>Subcontractor refers to those organizations and agencies providing essential contract services required to carry out the contract. This would include, but is not limited to, entities contracted to provide the case management functions and the child placing services since these are essential services required to carry out the contract. Vendors of goods or services for the day to day operation of the business are not subject to the subcontractor requirements.</p>

		<p>segment of the contract services as opposed to vendors of services utilized by the contractor in the performance of the contract?</p> <p>(b) Examples of service vendors would include service providers for day care, transportation, residential care, foster homes, etc.</p>	
33	Section 3, Item 13B	<p>(a) How is the term “subcontractor” used in this section defined?</p> <p>(b) Is this referring to <u>all</u> providers and vendors that a contractor might use in fulfilling its contract requirements, including child placing agencies and residential facilities?</p> <p>(c) Does it extend to providers and vendors who supply IT consultation, routine office supplies, etc?</p> <p>(d) Or is the term “subcontractor” limited to a provider who is contracted with to provide the entire case management and placement function of this contract, such as in a certain geographical area?</p>	<p>Subcontractor refers to those organizations and agencies providing essential contract services required to carry out the contract. This would include, but is not limited to, entities contracted to provide the case management functions and the child placing services since these are essential services required to carry out the contract. Vendors of goods or services for the day to day operation of the business are not subject to the subcontractor requirements.</p>
34	Section 3, Item 25	<p>(a) Is assignment and subcontracting considered to be the same thing?</p> <p>(b) Is subcontracting out all services after intake prohibited?</p>	<p>No, assignment and subcontracting is not the same thing. Assignment is the transfer of responsibility for the process and outcomes under the contract and is not acceptable. However, subcontracting for some of the work necessary to carry out the processes and achieve the outcomes is acceptable. The contractor retains responsibility for meeting the terms of the contract whether subcontractors are involved or not. Subcontracting all services after intake is not prohibited but the prime contractor remains responsible for all processes and outcomes.</p>

35	Section 3, Item 13B	<p>We currently have contracts with a provider network for placement services, and not for case management services. Historically, SRS monitors have expected quality assurance monitoring for our provider network.</p> <p>(a) Is this your intent or is it limited to only case management?</p> <p>(b) If it is your intent, what do you expect to be included in quality assurance monitoring?</p>	<p>The expectation is that all services provided are subject to quality assurance.</p>
36	Section 3, General	<p>In the past RFP process responses have not been required for Section 3 (Contract Terms and Conditions). However, some items have been moved to this section which have, in the past, required response.</p> <p>(a) Are bidders required to stipulate to (in the form of "Yes, we agree to this") or discuss any or all items in Section 3?</p>	<p>A blanket assurance statement will suffice.</p>
37	Section 3, Item 13	<p>How would an agency discover if a subcontractor was debarred?</p>	<p>We recommend checking the website: http://www.epls.gov/</p>
38	Section 3, Item 13B	<p>(a) Does this mean that you wish to be notified of all new contractors at the time we begin using them?</p> <p>(b) Currently we provide a placement notification and enter PROMS data to report placements. Is this additional reporting?</p>	<p>(a) Yes, the agency shall be notified of all subcontractors.</p> <p>(b) The agency does not consider a foster family to be a subcontractor.</p>
39	Section 3, Item 43D, Page 25	<p>Will the reconciliation process be streamlined, given the Contractor assumption of these financial penalties?</p>	<p>The RMTS Administrator will supply reports weekly to contractors of the sample results requiring review allowing individual responses to be corrected during the quarter. If there is non-compliance, contractors will enter into a corrective action plan (CAP) and have a chance to come into compliance before any financial penalties are assessed.</p>
40	Section 3, Item 43E, Page 25	<p>Is there going to be a change in the reporting process whereby the Contractor will be able to monitor and report on this? (Currently the Contractor does not find out until the following month or later if there is an issue with RMTS responses.)</p>	<p>The RMTS Administrator will supply reports weekly to contractors of the sample results requiring review allowing individual responses to be corrected during the quarter. If there is non-compliance, contractors will enter into a corrective action plan (CAP) and have a chance to come into compliance before any financial penalties are assessed.</p>

41	Section 3, Item 43C, Bottom of Page 25	Is this really 100% in FY'10 or will an allowance be made to meet the federally required 10% increase each year?	Yes, 100% is the expectation.
42	Section 3, Item 43C, Bottom of Page 25	(a) How is this number impacted by ICPC and AWOL children? (b) If they are not available for a face-to-face worker/child contact, how is documentation/submission to be completed?	(a) ICPC and AWOL children require monthly worker/child visits. (b) Successful bidders will receive detailed instructions and technical assistance on submitting appropriate documentation/information.
43	Section 3, Item 44	What is the process by which approval is granted by the using agency?	A written request and response from SRS, the using agency.
44	Section 3, Item 44	What constitutes written approval?	A document signed by the Secretary or the Secretary's designee.
45	Section 3, Item 45	Is the expectation that this will be given to other Contractors/Subcontractors?	No.
46	Section 3, Item 45	Where in the proposal are bidders expected to detail any existing intellectual property that will remain with the bidder?	SRS expects bidders to document any such intellectual property along with any other exceptions pursuant to RFP Section 1, Item 15 "Exceptions."
47	Section 3, Item 12, Page 18	There is a new statute effective July 1, 2008 regarding the qualifications of persons who can do adoption assessments. (KSA 59-2132) Children's Alliance and other child welfare agencies testified in support of the qualifications in the bill. Testimony was provided that the requirements mirrored the recommendations of the HHS Cabinet chartered Best Team for CPA staff qualifications. The requirements in the RFP differ from the Best Team's recommendations and differ from the qualifications identified in this statute. Under 12. C. in the RFP it references professional staff licensed by BSRB then there is a list in parentheses. Note that an Alcohol and Drug Counselor is not licensed by BSRB they are registered instead	Thank you for pointing out that Alcohol and Drug Counselors are registered rather than licensed. The RFP is corrected to read, "Every staff member in a professional position ...shall be licensed or registered by the Behavioral Sciences Regulatory Board." Adoption assessments will not be performed by those not qualified pursuant to statute and regulation. The terms of the RFP and subsequent contract do not control statutory requirements and, should there be a conflict, the statute controls. Therefor all contract requirements are interpreted to harmonize and comply with the law. When the Best Team's recommendations become final regulations, they will have the force and effect of law.

		<p>by BSRB. They are not in the new statute referenced above and are not included in the proposed new regs as recommended by the Best Team.</p> <p>(a) Could the reference to Alcohol and Drug Counselors be removed from the RFP?</p>	
48	Section 3, Item 12, Page 18	<p>The new statute requires experience in adoptions in order to do adoption assessments and does not contain a provision for additional education substituting for experience as is permitted in the RFP for professional staff. The Best Team's recommendations for supervisors of professional staff requires a BSRB license and experience. The RFP appears to just requires a Bachelors degree in human services and three years experience or additional education in children and family services.</p>	<p>Adoption assessments will not be performed by those not qualified pursuant to statute and regulation. The terms of the RFP and subsequent contract do not control statutory requirements and, should there be a conflict, the statute controls. Therefor all contract requirements are interpreted to harmonize and comply with the law.</p> <p>When the Best Team's recommendations become final regulations, they will have the force and effect of law.</p>
49	Section 4, Item 3A, Page 27	<p>(a) Will the services of the Adoption Exchange contractor be available July 1, 2009?</p> <p>(b) What specific services will the Adoption Exchange contractor provide?</p>	<p>(a) Yes</p> <p>(b) Services will include: managing a statewide adoption resource exchange to match children available for adoption with families who want to adopt; interfacing with the National AdoptUSKids Resource Exchange; and providing information to raise public awareness of the need for families willing and able to adopt children who enter the child welfare system without an adoptive resource.</p>
50	Section 4, Item 4B(1)(a)3, Page 31	<p>Will the State provide information regarding the current number of children that receive TAF, SSI or SSA payments that are currently placed in a relative and non relative kin placement by contracting region at a specific point in time?</p>	<p>Yes, it will be included in the Vendor file as soon as it is available.</p>
51	Page 28; Section 4.3D(2)	<p>Who will be managing the Statewide Adoption Exchange and how will we access its services?</p>	<p>The Statewide Adoption Exchange will be managed through a contract. Services will be accessed through completing request for service forms for children in need of an adoptive family or families interested in adopting a child from foster care.</p>

52	Section 4, page 27, # 3. A	Who will be responsible for maintaining and updating the adoption exchange and will there be a separate contractor as referenced on page 28 #3. D. (2)?	The Adoption Exchange contractor will manage the Exchange. The agency will complete a contract prior to July 1, 2009.
52	Section 4, Item 3A, Para 2 and Section 4, Item 3D2	<ul style="list-style-type: none"> (a) Please specifically define the 'Adoption Exchange contractor' and their roles? (b) Will contractors need to provide a professional photograph of the children or will the Adoption Exchange contractor be responsible for that? (c) How will contractors access families that are registered with the Adoption Exchange contractor? (d) Will fees be associated with accessing Adoptive Homes Studies that fall outside a contractor's purview? 	<ul style="list-style-type: none"> (a) The Statewide Adoption Exchange will be managed through a contract. Services will include: managing a statewide adoption resource exchange to match children available for adoption with families who want to adopt; interfacing with the National AdoptUSKids Resource Exchange; and providing information to raise public awareness of the need for families willing and able to adopt children who enter the child welfare system without an adoptive resource. (b) If needed, the Adoption Exchange Contractor will arrange. (c) The contractor will send a request for service form to the Adoption Exchange contractor. (d) Families listed on the Adoption Exchange will be considered part of the Statewide Adoption Pool of adoptive families. As long as one of the RE/FC/AD contractors assessed the family, there will not be a fee assessed.
53	Section 4, Item 4F(2)(b)2	Who is the Adoption Exchange entity/contractor?	<p>RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements F (2)(b)2) the answer is:</p> <p>The agency will complete a contract for the Adoption Exchange prior to July 1, 2009.</p>
54	Section 4, Item 3A	<ul style="list-style-type: none"> (a) What does the Adoption Exchange mean? (b) Is it the same as Adopt US Kids? (c) Where do you place information about children who can only be adopted in Kansas or certain other areas? 	<ul style="list-style-type: none"> (a) The Adoption Exchange web site lists children in the Secretary's custody available for adoption. The website also lists families wishing to adopt a child from foster care. (b) AdoptUSKids is a national organization that does nationwide adoption recruitment and retention and provides support and technical assistance to States for their recruitment and retention activities. (c) Any limitations would be a part of the information listed on the the exchange.

55	Section 4, Item 3F(1)(i)	Are contractors required to register families on the Statewide Adoption Exchange? If so, how will that be monitored?	Yes. Monitoring has not been developed.
56	Page 36; Section 4F(b)2)	Please explain how a contractor would purchase child specific recruitment. Is the intent to include these services in the case rate? Will it be fee for service, and if so, what services will be covered?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item F (2) (b) 2) the answer is: The cost of these services is to be included in the case rate. The Handbook of Services will be amended with information describing the services and requirements for child specific recruitment.
57	Not Provided	When attempting to calculate the composite standards cited in the RFP, using the CFSSR coefficient weights, we are having difficulty calculating the standard on which to base our performance. (a) There appears to be missing information; how are the outcomes calculated. Can you provide an example?	The composite rating may be reached by a number of combinations of performance with the measures. National medians are provided as guides. Successful bidders will receive technical assistance from SRS regarding the calculations and formulas required to generate composite scores.
58	Section 4, page 32, # B. (1) (b) 3)	The current requirements for the licensing of Kinship homes which includes PS MAPP is currently 180 days. (a) Will the licensing requirement be changing to 90 days as indicated in this section? (b) If so, what will be the consequences for going over 90 days as this will be very difficult given that PS MAPP training alone takes a minimum of 10 weeks to complete?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements B.(1)(b) 3) the answer is: (a) No. The current requirement for licensing non-related kin homes is 90 days. (b) Failure to comply with KDHE licensing requirements results in an unnecessary move for the child and will negatively impact outcomes.
59	Section 4, page 32, # C. (1) (a)	Please clarify the definition of "same business day". For example, if a referral comes in after 6:00 p.m. is the initial contact required to occur that same day before midnight or the next	SRS defines "business day" from 8:00 AM to 5:00 PM, Monday through Friday. In the example given, if the referral occurs Monday through Friday at the identified time, the initial contact would need to occur by the next business day at 5:00 PM.

		business day before 5:00 p.m.?	
60	Section 4, Item 3F(2)(b)	What subject content are you looking for in an affiliate agreement?	Sufficient content to support sharing of homes to meet children's needs.
61	Section 4, Item 3F(2)(c)	Contractors have previously been offered access to the CLARIS database, but do not presently have that access. When will access to CLARIS be available?	SRS understands KDHE will grant CLARIS access by July 1, 2009.
62	Contract Financing	If a bidder is once again awarded the same region, would youths categorized as "reinstated/reentry" be counted as a new referral for purposes of the new award?	<p>The cost of children, who are in OOH placement prior to July 1, 2009, as the result of being removed from their home during the 12 month aftercare period, should be incorporated in the monthly rate. No additional payments will be made in the new contract for those children regardless of whether or not the contractor changes for the region. SRS departed from this approach in the 2006 contract because of the significant changes in the 2006 payment structure.</p> <p>It is noted that children returning to custody from permanent placements after June 30, 2009, will be treated as a new referral and be part of the caseload receiving the case-rate payment. Furthermore, a prior contractor who is not the successful bidder in a region will not be required to continue services to any children in the region after June 30, 2009. These children fall under the care of the successful bidder to whom the contract is awarded.</p>
63	Section 4, Item 4A	<p>Section 5.2.1 (page 63) and Section 5.3.4 (page 64) describe the payment structure and clarifies that services for children in the 12 months aftercare period will not be paid by SRS.</p> <p>(a) Will the cases in aftercare on June 30, 2009 continue to be served by the current Foster Care/Reintegration and Family Preservation Contractors?</p> <p>(b) If so, will the awarded Contractor (existing or new) be required to provide services to any of these children in aftercare who subsequently re-enter out-of-home care, and will the awarded Contractor (existing or new) be paid for services to these children as a new referral?</p>	<p>The cost of children, who are in OOH placement prior to July 1, 2009, as the result of being removed from their home during the 12 month aftercare period, should be incorporated in the monthly rate. No additional payments will be made in the new contract for those children regardless of whether or not the contractor changes for the region. SRS departed from this approach in the 2006 contract because of the significant changes in the 2006 payment structure</p> <p>It is noted that children returning to custody from permanent placements after June 30, 2009, will be treated as a new referral and be part of the caseload receiving the case-rate payment. Furthermore, a prior contractor who is not the successful bidder in a region will not be required to continue services to any children in the region after June 30, 2009. These children will be the responsibility of the successful bidder to whom the contract is awarded.</p>

64	Section 4, Item 4A	<p>Section 5.2.1 (page 63) and Section 5.3.4 (page 64) describe the payment structure and clarifies that children re-entering out-of-home placement shall have services provided by the awarded Contractor (existing or new) with no additional payment by SRS.</p> <p>(a) Will all the out-of-home cases of the current Contractors (both the Foster Care/Reintegration and Family Preservation Contractors) be referred to the new Contractor on July 1, 2009?</p> <p>(b) If so, will the out-of-home cases that are not currently being paid by SRS due to re-entry now be treated as new referrals and the awarded Contractor (existing or new) will begin receiving payment?</p>	<p>The cost of children, who are in OOH placement prior to July 1, 2009, as the result of being removed from their home during the 12 month aftercare period, should be incorporated in the monthly rate. No additional payments will be made in the new contract for those children regardless of whether or not the contractor changes for the region. SRS departed from this approach in the 2006 contract because of the significant changes in the 2006 payment structure.</p> <p>It is noted that children returning to custody from permanent placements after June 30, 2009, will be treated as a new referral and be part of the caseload receiving the case-rate payment. Furthermore, a prior contractor who is not the successful bidder in a region will not be required to continue services to any children in the region after June 30, 2009. These children will be the responsibility of the successful bidder to whom the contract is awarded.</p>
65	Section 5, 5.1 – General Costing	<p>At the time of the Contract change (7/1/09) will unpaid children (who have returned-out-of-home) be re-referred to the provider awarded the contract?</p>	<p>The cost of children, who are in OOH placement prior to July 1, 2009, as the result of being removed from their home during the 12 month aftercare period, should be incorporated in the monthly rate. No additional payments will be made in the new contract for those children regardless of whether or not the contractor changes for the region. SRS departed from this approach in the 2006 contract because of the significant changes in the 2006 payment structure.</p> <p>It is noted that children returning to custody from permanent placements after June 30, 2009, will be treated as a new referral and be part of the caseload receiving the case-rate payment. Furthermore, a prior contractor who is not the successful bidder in a region will not be required to continue services to any children in the region after June 30, 2009. These children fall under the care of the successful bidder to whom the contract is awarded.</p>
66	Section 4, Item 4D(32)	<p>What does the pre-service training include?</p>	<p>In general the pre-service would be a basic course on family centered case management and likely to include: Engaging Families from a Family-Centered Systems of Care perspective, legal mandates in Kansas (federal and state laws impacting child welfare – ASFA, ICWA, ICPC, etc.), impact of</p>

			child abuse and neglect, impact of loss and attachment, engaging fathers (to include either non-custodial parent and kin), supporting family interactions, introduction to family meetings, effective interviewing, engagement and promoting change and cultural responsiveness.
67	Section 4, Item 4D(32)	When referring to 'administrative staff' participating in pre-service training, how do you define 'administrative staff'?	For the purposes of pre-service training, SRS defines "administrative staff" to include supervisors and program directors.
68	Section 4, Item 4D(32)	Are staff of current contractors 'grandfathered' in on this?	A plan for current staff to be "grandfathered" is being considered. Any exceptions made will be based on individual staff demonstrating they have basic skills and knowledge contained in the pre-service requirement, using a needs assessment tool or past training records. Exceptions are unlikely to be based solely on past employment.
69	Section 4, Item 4E(2)(d)	Is a visit to BOTH the mother and father (perhaps separately) being suggested here as a monthly requirement in all cases even if reintegration is not planned with one parent?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements E(2)(d) the answer is: Yes, to the extent required in Item 20 of the Children & Family Services Review (CFSR) instrument.
70	Section 4, Item 4F(2)(b)7)	There are many instances where it may be in the best interest of the child to move them: For example to be placed with siblings, with relatives, to be nearer or placed with a potential adoption resource. (a) Would moves to accommodate situations such as these be considered in violation of 4.F.2.b.7?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements F(2)(b) 7) the answer is: The intent is to not move children unnecessarily, but to maintain stability for the child and to ensure all meet the child's best interests. The agency understands instances occur and a move may be in a child's best interest, and the examples listed may be considered reasonable exceptions.
71	Section 4, Item 2	Please clarify whether a response to this section is required?	No response required.
72	Section 4, Item 3A, Para 2	What will be the information feed process for the Adoption Exchange website?	Services will be accessed through completing request for service forms for children in need of an adoptive family or families interested in adopting a child from foster care.
73	Section 4, Item 3D(2)	Who is the Adoption Exchange Contractor referred to in this section?	The agency will complete a contract for the Adoption Exchange prior to July 1, 2009.
74	Section 4, Item 3D(2)	In this section, the Adoption Exchange is called a Contractor. In Section A (above) is defined as a website. Please clarify.	The agency will complete a contract to manage the Adoption Exchange website.

75	Section 4, Item 3F	The term “foster” families and/or parents is used here. Is this replacing “Resource” families and/or parents as the accepted vernacular?	“Resource family” and “Foster family” may be used interchangeably.
76	Section 4, Item 3F(1)(h)	Who will be getting these resources (if there are 5 or more Contractors statewide) and how will they be distributed?	AdoptUSKids National Adoption Day information is free of charge. Providers may access it through the National Adoption Day web site. www.nationaladoptionday.org
77	Section 4, Item 3F(1)(h)	What is the procedure for ‘participation’?	Participation means planning and carrying out special recruitment and recognition events for adoptive families during National Adoption month and listing these on the National Adoption Day web site.
78	Section 4, Item 3F(1)(i)	What is the procedure for “Registering” a family with the Statewide Adoption Exchange?	Services will be accessed through completing request for service forms for children in need of an adoptive family or families interested in adopting a child from foster care.
79	Section 4, Item 3F(2)(c)	When will this be available? (It is not currently available.)	The agency understands KDHE will allow access to CLARIS by July 1, 2009.
80	Section 4, Item 4C(19)	How is this being identified in each contract Region? Could you release which are considered ‘prevalent’ within each Region?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Administrative Requirements C(19) the answer is: “Prevalent Language” is English or Spanish. If the child and family understand neither English nor Spanish, efforts must be made to effectively communicate. The U.S. Census Bureau web site has detailed information on languages spoken in Kansas counties.
81	Section 4, Item 4C(19)	Does this also apply to website content?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Administrative Requirements C(19) the answer is: No.
82	Section 4, Item 4D(15)	Who is the Adoption Exchange Contractor?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Administrative Requirements 4.D(15) the answer is: The agency will complete a contract prior to July 1, 2009.
83	Section 4, Item 4D(16)	Does this include children who transfer to Juvenile Justice Authority or are closed for Change of Venue?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Administrative Requirements 4.D(16) the answer is: Yes, if they transfer to JJA an exit interview is completed. Change of Venue may not include leaving the Secretary’s custody.

84	Section 4, Item 4D(1)(c)3)	(a) Could you please defined “research supported”? (b) Are the State resources which are noted considered to be research supported?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements D(1) (c) 3) d) the answer is: (a) “Research supported” means that the instrument has been tested and proven effective. (b) Some of the instruments are research supported. The agency will work with providers to update the screening tools as needed.
85	Section 4, Item 4D(1)(c)3)b) and c)	Are the screens and referral guide mentioned in 3b and 3c the research supported instruments of preference?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements D(1) (c) 3) b) and c) the answer is: Yes, but the contractor may choose a different screening tool.
86	Section 4, Item 4D(1)(c)3)d)	Are you referring to the SASSI? If not, what is the standardized screening tool to which the RFP refers?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements D (1)(c)3)d) the answer is: No, a SASSI is not required for screening. The contractor needs to determine if there is a reason for a referral for a SASSI.
87	Section 4, Item 4D(1)(c)3)d)	Does the Substance Abuse domain of the Child and Adolescent Functional Assessment Scale (CAFAS) suffice as a “standardized screening tool”?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements D (1)(c)3)d) the answer is: Yes.
88	Section 4, Item 4E(1)(d)	Does this mean that the Contractors are required to develop any needed services and financially support them?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements E (1)(d) the answer is: Yes. The contractor may work with members of the community to develop services as needed.
89	Section 4, Item 4E(5)(b)	In 1d of this section – it appears to be mandatory that services be provided by the Contractor. In this section the word is “may” provide. (a) Does this mean the contractor is financially responsible for these services to the parents?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements E (5)(b) the answer is: (a) Contractor develops, financially supports or facilitates access to these services.
90	Section 4, Item 4E(6)	Is the Appendix 3F (State Resource defined above) the preferred research supported instrument?	RFP reference appears to be incomplete. If the question is in reference to Section 4, Item 4 Program Requirements E (6) the answer is: No. The agency will revise this tool through the policy revision process prior

			to the start of the new contracts.
91	Section 4, Item 5	<p>This section mentions ranges for the outcome composites but does not list them.</p> <p>(a) Will you please provide the outcome ranges that are expected?</p> <p>(b) Will you please define the ranges – how they are determined?</p>	The composite rating may be reached by various combinations of performance rates of the measures. National medians are provided as guides. Successful bidders will receive technical assistance from SRS regarding the calculations and formulas required to generate composite scores.
92	Section 4, Item 5	<p>Please define the delivery mechanism for reporting these to the Providers.</p> <p>(a) Is there a timeframe by which Providers can expect Outcomes reports from the State?</p>	Performance of statewide and regional activity is reported on the agency's internet site http://www.srskansas.org/CFS/dataareports08.html within 30 days after the end of a quarter or applicable reporting period of a measure. Contractors also have access to a secure internal agency web site that contains case level data for their region used to calculate their performance rates.
93	Section 4, Item 5-Outcomes	<p>(a) Can you please define "indicated" maltreatment incident?</p> <p>(b) How is it differentiated from "substantiated" maltreatment incidents?</p>	The outcome should read victim of substantiated maltreatment. Federal terms and document include the term "indicated"; however that is not an applicable term in Kansas child protective services. Kansas uses the term substantiated.
94	Permanency Composites 1-4, Pages 39-53	<p>Each of these composites lists a component and measure. However, the components seem to alternate randomly (A, B, or C) though the measures appear to be sequential.</p> <p>(a) Is this a correct interpretation?</p> <p>(b) Please define the components used and clarify.</p>	Components and measures list in an ascending order within one composite. Components are defined in the top left corner of each table. For example, the definition of Permanency Composite 1, Component A is timely reunification in 12 months.
95	Section 4, Item 6U	Where can the State and Federal requirements for court orders be found?	See the Revised Kansas Code for Care of Children particularly K.S.A. 38-2242, 2243, 2244, 2251, 2255. You may also want to review the forms, some required by Supreme Court rule, at http://www.kansasjudicialcouncil.org/Forms/ChildInNeedOfCare Federal law is available at http://www.acf.hhs.gov/programs/cb/ particularly Title IVE requirements provided in 42 U.S.C. 671 and 45 CFR 1356
96	Section 4, Item 7A(4)	Currently SCRIPTS is submitted in a State-specified format (.txt) - are the requirements being changed on this and other reports provided to the State that they all be provided via Microsoft Excel?	No. SCRIPTS files will continue to be submitted in txt. Format.

97	Section 4, Item 3F(1)(a)	What is the Statewide Recruitment Plan?	A plan for how each region and the state as a whole can recruit and retain more foster and adoptive families who can meet the needs of children available for care.
98	Section 4, Item 3F(1)(g)	(a) Is this a part of the PIP? (b) Can you provide additional information about this Association?	(a) No (b) The association is called the Kansas Foster and Adoptive Family Association. They are a non-profit organization that provides support and information to foster and adoptive families.
99	Section 4, Item 3F(2)(c)	How will SRS ensure timely access to this database?	SRS understands KDHE will grant CLARIS access by July 1, 2009.
100	Section 4, Item 4D(26)	How is eligibility for appointment of an education advocate determined?	The Kansas State Department of Education contracts with Families Together to determine eligibility for the appointment of an educational advocate.
101	Section 4 - Overall	Are there specific administrative responsibilities explicit or implied that would impact a cost proposal based upon the model of Streamlining Partnerships?	Activities streamlined to reduce duplicate work between SRS and contractors are integrated as administrative and program requirements of this RFP.
102	Section 4, Item 4E(2)(c)	Could you please clarify the federal guidelines regarding quality that apply in this situation?	Quality of worker/child visits is outlined in the worker/child visits page (page 101) of the Handbook of Services. It can be accessed at www.srskansas.org/CFS/CWHS/childwelfarehandbooksvcs.html .
103	Section 5, General, Page 62	Will the State provide both the monthly fixed and monthly variable case rates broken out per contract by region for FY09?	 <p>Microsoft Office Excel 2003 Workshee See embedded spreadsheet above.</p>
104	Section 5, Item 5.3.1, Page 64	In previous contracts there was a \$250 clothing allowance per child per year. Clothing allowances are not mentioned as a separate cost category within the RFP, but continue to be listed on the spreadsheet provided as a separate line item. (a) Can the State please clarify the requirements for the children's clothing allowances?	The successful bidder is responsible for all maintenance costs of the children including clothing. Enter the estimated clothing expenditures on this line of the pro forma income statement.

105	Contract Financing	<p>Providing services for males residing in secure care and for HCBS waiver eligible clients are currently reimbursed as a “fee for service”.</p> <p>(a) How will this be addressed in the new contracts?</p> <p>(b) Or will this continue to be a supplemental payment in a new contract?</p>	<p>These costs are included in the rates. There will be no supplemental payments in the new contracts.</p>
106	Contract Financing	<p>The RFP requests that an agency’s financials must be submitted. Since most CWCBS providers will not complete their year-end financials before bid submission, is submitting May financials considered as “current”?</p>	<p>Yes, the most current financials will be accepted in addition to last years completed financial statements.</p>
107	Contract Financing	<p>Since rate increases have taken effect for 2008, will the vendor information file be updated to include the new rates?</p>	<p> Microsoft Office Excel 2003 Workshee See embedded Excel spreadsheet above for rates effective July 1, 2008.</p>
108	Section 5, Page 63, # 5.1	<p>The section states in part: “An electronic file must also be provided in Microsoft Excel (see embedded spreadsheet)”. Is this a requirement in addition to the 1 original, 15 copies and 2 electronic/software versions of the technical and cost proposals that are required in section 2, page 11, # 1.</p>	<p>No, two is sufficient.</p>
109	Section 5, Page 63, #5.1.4	<p>(a) Should allocated indirect costs, inclusive of support personnel who may be indirectly associated with the contract, be included under the “other category” on the pro forma income statement?</p> <p>(b) Or should all Administrative personnel whether direct or indirect be included on the Administrative salaries tab with salary adjustments bases on allocations.</p>	<p>Indirect costs are to be reported on the applicable line of the pro forma income statement, i.e., Administrative Salaries, Case Management Salaries, OOE, etc. Indirect salary expenses need to be included on the applicable salary tab. The FTE column on the salary tab is to reflect the portion of an FTE that is being allocated to this program. The “Total” column for the “Base Salary Expense” is to reflect only the portion of the salary allocated to this program. For example, if the base salary for a specific position is \$50,000 and .2 FTE for this position is applicable to this program, the “Base Salary Expense” to reflect would be \$10,000.</p>

110	Section 5, Page 64, # 5.3.2	<p>(a) Will the current fee for service for MR/DD waiver children placed in OOH placement be discontinued under this contract?</p> <p>(b) Also, will the separate fee for service reimbursement for males placed in Secure Care settings be discontinued under this contract?</p>	These costs are included in the rates. There will be no fee for service payments in the new contracts.
111	Section 5, Item 5.1 – Embedded Spreadsheet	<p>The spreadsheet includes a tab for an explanation of the Indirect Cost Allocation, but there is no distinct line item on the “Income Statement” tab for Indirect Costs.</p> <p>(a) Are Indirect Costs to be included and intermingled with Direct Costs on the tabs “Admin Salaries” and “Operating Expenses”?</p>	Indirect costs are to be reported on the applicable line of the pro forma income statement, i.e., Administrative Salaries, Case Management Salaries, OOE, etc. Indirect salary expenses need to be included on the applicable salary tab. The FTE column on the salary tab is to reflect the portion of an FTE that is being allocated to this program. The “Total” column for the “Base Salary Expense” is to reflect only the portion of the salary allocated to this program. For example, if the base salary for a specific position is \$50,000 and .2 FTE for this position is applicable to this program, the “Base Salary Expense” to reflect would be \$10,000.
112	Section 5, 5.1 – Embedded Spreadsheet	<p>Spreadsheet “Indirect Costs” – This spreadsheet is to be used for explaining the allocation of indirect costs. However, there is no specific place on the Income Statement for displaying indirect costs.</p> <p>(a) Should these expenses be shown on the Income Statement? If so, where should they be shown?</p>	Indirect costs are to be reported on the applicable line of the pro forma income statement, i.e., Administrative Salaries, Case Management Salaries, OOE, etc. Indirect salary expenses need to be included on the applicable salary tab. The FTE column on the salary tab is to reflect the portion of an FTE that is being allocated to this program. The “Total” column for the “Base Salary Expense” is to reflect only the portion of the salary allocated to this program. For example, if the base salary for a specific position is \$50,000 and .2 FTE for this position is applicable to this program, the “Base Salary Expense” to reflect would be \$10,000.
113	Section 5, Item 5.1 – Embedded Spreadsheet	<p>The spreadsheet includes a line item in both the “Admin Salaries” and the “Case Mgmt Salaries” tabs entitled “Other Salary”.</p> <p>(a) Is this line item to be used to report benefits such as retirement plan contributions?</p>	Yes, any expense that would be considered a benefit expense that is not included on the “Payroll Taxes” or “Health Insurance” lines is to be included on the “Other Salary” line.
114	Section 5, Item 5.1 – Embedded Spreadsheet	<p>The spreadsheet includes a line item entitled Client Transportation.</p> <p>(a) Is it acceptable to include client-related transportation costs, such as worker visits, in</p>	Salary expenses are to be included on the applicable salary line and all OOE expenses are to be included on the OOE line. Any expenses other than salaries and OOE that are explicit to Client Transportation should be reported on this line. An example would be the cost of contracted transportation which might include both the car and driver.

		this line item?	
115	Section 5, Item 5.2.2	Are the SRS projected caseloads for Fiscal Year 2010 to be used in the determination of the bid amounts for each of the eight years?	Yes, assume the same average monthly caseloads.
116	Section 5, Item 5.2.2	Assuming that the awarded Contractor (existing or new) will be referred all current out-of-home cases as of June 30, 2009 and will be paid for all cases (including those that are re-entries as of June 30, 2009), does SRS' projected caseloads for Fiscal Year 2010 account for these re-entries that will now be paid?	No, the SRS projected caseloads do not include the reentries that do not receive the monthly case rate. In addition, those cases not receiving the monthly case rate that transition on July 1, 2009 to the successful bidder will continue to not be paid the monthly case rate.
117	Section 5, Item 5.2.2	Does the supplemental information "Out of Home Foster Care Placement Utilization Report" include the out-of-home cases currently served by the Family Preservation Contractors?	Yes.
118	Section 5, 5.1 – Embedded Spreadsheet	Spreadsheet "Rates" – at the bottom it says "explanation for rate increases in FY 2012 and FY 2017". The Family Preservation Referral states "...from FY 2012 forward". (a) Are these meant to be different? Could you please verify?	Historically, rates have changed from year to year. Rates may increase or decrease. While pro forma income statements will provide support for the proposed rates for the first two years, bidders are being asked to identify any significant changes supporting changes in their bids for FY 2012 through FY 2017 for both RFPs. Instead of completing pro forma income statements for every year, identification of the applicable cost categories impacting the rates along with an explanation for the projected change will suffice.
119	Section 5, 5.1 – Embedded Spreadsheet	Spreadsheet "Income Statement" – Independent Living: Please clarify what costs should be included in this category. (a) Should costs related to staff salaries and related operating expenses be included? (b) Are there any limitations or special requirements for what is or is not included? (c) Should placement cost for Independent Living be included here or in the placement spreadsheet?	a) No, salary expenses are to be included on the applicable salary line and all OOE expenses are to be included on the OOE line. Include costs of any contracted services on the Independent Living line. b) Any expenses other than salaries and OOE that are explicit to Independent Living should be reported as such. The range of eligible goods and services is very broad for this program. Please refer to Section 7000 of the SRS Children & Family Services Policy & Procedure Manual for guidance. c) Include on the placement spreadsheet.

120	Section 5, 5.1 – Embedded Spreadsheet	<p>Spreadsheet “Income Statement” - Client Transportation: Please clarify what costs should be included in this category.</p> <p>(a) Should costs related to staff salaries and related operating expenses be included?</p> <p>(b) Are there any limitations or special requirements for what is or is not included?</p>	<p>a) No, salary expenses are to be included on the applicable salary line and all OOE expenses are to be included on the OOE line.</p> <p>b) Any expenses other than salaries and OOE that are explicit to Client Transportation should be reported as such. An example would be the cost of contracted transportation which might include both the car and driver.</p>
121	Section 5, 5.1 – Embedded Spreadsheet	<p>Spreadsheet “Case Mgmt & Direct Services Sal” –</p> <p>(a) Should salaries and related expenses for Independent Living and Client Transportation staff be included here or under “Independent Living” and “Client Transportation” on the Income Statement?</p>	<p>Include with “Case Mgmt & Direct Services Sal”.</p>
122	Section 5, 5.1 – Embedded Spreadsheet	<p>Spreadsheet “Operating Expense” –</p> <p>(a) Should operating expense and PP&E for Independent Living and Client Transportation be included here or under the “Independent Living” and “Client Transportation” on the Income Statement?</p>	<p>OOE/PP&E do not have to be isolated for these two programs. Any expenses other than salaries and OOE that are explicit to Independent Living or Client Transportation should be reported as such.</p>
123	General-Page 7	<p>The Vendor Response Check-List includes Letters of Intent and Memorandums of Agreement. These do not appear to be defined within the RFP.</p> <p>(a) Can you define these two items, describe how they differ, and address if they are a required part of this RFP?</p>	<p>Letters of intent may be from associations, stakeholders or others willing to commit to collaborative efforts necessary to achieve outcomes and build community capacity. MOA is a contract and spells out the details as part of each party. Required as part of RFP if bidder has entered into a MOA or received Letters of Intent.</p>
124	General	<p>The RFP requires that an Executive Summary be part of the submission.</p> <p>(a) What is the focus for the Executive Summary?</p> <p>(b) How does it relate to vendor</p>	<p>(a) A high level overview of the service delivery model.</p> <p>(b) Only to the extent it applies to the service delivery model.</p> <p>(c) See Vendor Response Check List.</p>

		information or qualifications? (c) Where should it be placed in the proposal?	
125	General	(a) How should the Terms and Conditions in Section 3 of the RFP be acknowledged by the bidder? (b) Should each item be acknowledged in some manner or will a general statement of assurance of compliance suffice?	A blanket assurance statement will suffice.
126	Page 7, Vendor Response Checklist	(a) Are letters of support from associations and stakeholders within the system included in this? (b) Are you only requesting subcontractor letters of intent? (c) Could you clarify Letters of Intent vs. Letters of Support?	(a)No, they are not included on the Check List. (b)No, letters of intent may be from associations, stakeholders or others willing to commit to collaborative efforts necessary to achieve outcomes and build community capacity. (c)Letter of intent if defined above. Letters of support are more general and do not commit to achieve involvement.
127	General	Is there a sample scorecard used to evaluate bids that the State is willing to share?	No, a sample score card is not available.
128	Page 1	Does SRS plan to engage a consultant to review the bid proposals, or will the review be conducted in-house?	No consultant is utilized. Proposal reviews are completed by state agency employees and final evaluation is made by the Procurement Negotiating Committee as indicated in Section 1, Item 2.