



Responses to Written Inquiries

This document lists the responses to written inquiries received by Hillsborough Kids, Inc. in response to the Request for Proposals for Relative/Non-Relative Support Services. Further inquiries should be made according to the instructions in the Request for Proposals. Thank you for your interest.

QUESTION 1: In reviewing the request for proposal on Page 8, first paragraph it refers to “HKI Standard Contract Template (Appendix H)”; could you please send me a copy for review? I wanted to also see if you can send the appendix pages of the proposal as Word files to me. Please let me know.

ANSWER: All appendices to the Request for Proposal have been posted in “.doc” format at www.hillsboroughkids.org.

QUESTION 2: “On p. 11 under contents of proposal, item (a) under heading 5, required attachments, there is a reference regarding the budget [. . .]. Is there a specific form that you want used?”

ANSWER: The HKI budget format is posted at www.hillsboroughkids.org; however, other formats will be accepted.

QUESTION 3 : “ What is the current rate or percentage of relative /non-relative failed placement?”

ANSWER: This rate varies.

QUESTION 4: “ Is the expectation to serve the entire Hillsborough County or Targeted areas?”

ANSWER: All of Hillsborough County will be served.

QUESTION 5: “Will Flex-Funds for caregiver emergency assistance be provided in addition to contracted \$ amount?”

ANSWER: Yes; amount is dependent upon available budget.

QUESTION 6: "Is respondent required to carry a caseload and conduct home visits to ensure the safety of children? If so, will they need a child protection professional certificate?"

ANSWER: They will not carry a dependency caseload and the workers do not require certification.

QUESTION 7: "Due Date- cover says Feb 5th COB and page 6 states Feb 8th COB; Copies of proposal Page 6 states 1 original and 6 copies and page eleven indicates 1 original and 5 copies

ANSWER: Due to the discrepancy in due dates, the proposal due date is February 8, 2010 by Noon.

QUESTION 8: "Page 9 (2-B)- Respondent will address ability to handle crisis situations on a 24 hour, 7 days a week schedule , with response time of no more than 4 hours. Question: Would this be phone response in support of CPI workers to provide resources or on site response?"

ANSWER: The appropriate response would depend on acuity.

QUESTION 9: "Introduction- A eligible program design will initially serve 100 families during the 1st calendar year.' QUESTION: Will this be a mandatory or Volunteer Service for Relative/ Non-relative caregivers?"

ANSWER: Volunteer

QUESTION 10: "I understand you are requesting an executive summary, and I am not sure where it goes in the proposal."

ANSWER: The completed Executive Summary should follow page 15, "Appendix A – Proposal Summary Form," and thereby replace page 16, which is labeled "This page left intentionally blank."

QUESTION 11: "Regarding Appendix H, section 31. Insurance., if an organization cannot add a sponsor as an additional insured to its self-insurance certificate, will the proposal be considered?"

ANSWER: If an agency is unable to add Hillsborough Kids to its insurance certificate because it is self-insured AND protected by sovereign immunity, the proposal will be considered.

QUESTION 12: “Will HKI reconsider the number of children to be served during the first calendar year if a provider can demonstrate that only 40-50 families could be served with an intensive evidence-based program model that has substantial outcome data to support its success with this population? In other words, fewer families would be served than indicated in the RFP, but HKI would virtually be guaranteed a high success rate with the families that are served.”

ANSWER: No, the RFP is intended to serve 100 families.

QUESTION 13: “Pg.3: Can you further describe the population to be served? Would these likely be families new to the system, families with a recent reunification, families with repeated abuse, neglect, and abandonment reports, families with relatives or non-relative caregivers who are not the biological parent(s), etc.?”

ANSWER: These are relatives of children who have been recently removed from their parents. Basically, these are placements made by the Protective Investigations Unit, which will be supported with intensive services during the early months to stabilize the placement.

QUESTION 14: “Please clarify the number of copies needed. Page 6 indicates 1 original and 6 copies, but page 11 indicates 1 original and 5 copies.”

ANSWER: Due to the discrepancy in the number of copies required, Hillsborough Kids will accept submissions including one original and five (5) or six (6) copies will be accepted. Each submission must include a minimum of five (5) copies and one (1) original)

QUESTION 15: “Pg. 27 #6: Please further clarify the “most recent agency monitoring report.” Does HKI intend for that to be a monitoring report from HKI? If so, what does a provider submit for this if they are a current provider for HKI but do not have a formal monitoring report?”

ANSWER: The most recent direct family services monitoring report is requested. If an agency is not providing services through a current HKI contract, then a monitoring of services from another entity is acceptable.)

QUESTION 16: “If the family requires respite with a child temporarily placed in a licensed facility-will the cost of those daily beds be charged to this contract and included in the dollar figure given in this RFP?”

ANSWER: HKI would encourage that the child be placed with another family member or foster family prior to being placed in a licensed facility.

QUESTION 17: The front cover of RFP states Proposal Due Date is 2/5/2010 by Noon and on Page 6 of RFP (Section D. Timeline) states proposal due date is 2/8/2010 by Noon. Please clarify.

ANSWER: See response to QUESTION 7 above.

QUESTION 18: Page 8 of RFP (Section L. Contract Term First Paragraph) states: respondents should propose a one (1) year project...What is the project period?

ANSWER: The project period will be for a minimum of 12 months, beginning as soon as March 2009.

QUESTION 19: Page 6 of RFP (Section F. Acceptance of Proposal First Paragraph) states: all proposals, including one (1) original and six (6) full copies...Page 11 of RFP (Section V.A. General Information First Paragraph) states: The proposal shall include one original and five copies. Also, may proposal and originals each be bound by a single clip? Please clarify.

ANSWER: See response to QUESTION 14 above. A single clip will be sufficient for all copies and the original.

QUESTION 20: Are the services to be provided for new or existing families? If existing, can you provide demographic information on the existing families?

ANSWER: Services will be provided primarily to new families.

QUESTION 21: If children are split and placed with multiple relatives in various locations is that viewed as separate children and families or as one family?

ANSWER: One Family

QUESTION 22: What is the date of the Master Agreement that HKI has with DCF?

ANSWER: The current Master Agreement in effect between HKI and DCF was originally executed on 06/19/2009.

QUESTION 23: Specific to "Appendix E Information System Requirement". The 2nd paragraph that states "In the event the provider purchases, develops or maintains its own electronic information systems to support services provided through this contract, HKI must have access to all information necessary to audit and examine such information.." is of concern. Please clarify.

ANSWER: Any documentation or other information necessary for HKI to conduct a thorough audit and/or examination of records related to services provided or funds received or expended pursuant to the Provider's contract with HKI must be made available to HKI. Hard copies of electronically maintained items will suffice.

QUESTION 24: On page 3 of 33, A. Purpose, 2nd paragraph states, "...the program must provide for the long-term stabilization of placements of children being cared for by relatives or non-relatives." What is the criteria for "long term" and which provider decides placement of the target child? What if one child is removed and another is not, which child would be the target child and which family would receive the services?

ANSWER: "Long Term," in this context means until the child achieves one of the permanency goals established by law. Initial placement is determined through collaboration between the HKI Placement Unit and the Child Protective Investigation Unit of the Hillsborough County Sheriff's Office.

QUESTION 25: How will re-unification impact the term "long term stabilization"? Will the provider be involved in the re-unification process?

ANSWER: Placement will be considered "long term" if it is maintained until permanency.

QUESTION 26: On page 3 of 33, 3rd paragraph states, "An eligible program design will initially serve one hundred (100) families during the first calendar year." Does servicing 100 mean 100 kids or 100 separate families?

ANSWER: For purposes of the "100 families" requirement, a "family" is defined as a single household in which a Relative/Non-Relative Caregiver is caring for a child in out of home care.

QUESTION 27: If the contract is awarded on March 1, 2010, does that mean that 100 families must be served prior to Dec 31, 2010? Is this the same number of families that must be served for subsequent years when the funding increases to \$400k?

ANSWER: The project is intended to serve 100 families during a 12 month period with an estimated annual budget of \$400,000.

QUESTION 28: On page 4 of 33, 10. Out-of-Home Care and 11. Non-relative Caregiver. Are the non-kinship placement homes DCF licensed homes or would the contracted provider be expected to provide or recruit placement homes?

ANSWER: The placements contemplated by this RFP are unlicensed Relative-Non-Relative placements. The contracted Relative/Non-Relative Support Services Provider would not be responsible for recruiting additional placement providers/homes.

QUESTION 29: On page 6 of 33, F. Acceptance of Proposal states, "...including one (1) original and six (6) copies.... On page 11 of 33, A. General Information states, "The proposal shall include one original and five copies." What is the correct number of copies to be submitted?

ANSWER: See response to QUESTION 14 above.

QUESTION 30: On page 9 of 33, Section III. B. 2.b. states "Respondents will address ability to handle crisis situations...with a response time of no more than 4 hours from initial request." Please define "crisis situation. With a four hour response time, is the "response" defined by a telephone call or face to face?

ANSWER: "Crisis Situation" is defined as a situation posing a threat of unplanned placement disruption. An acceptable response to such a situation would depend on the acuity of the situation.

QUESTION 31: On page 10 of 33, Section IV. Financial Specifications, B. Funding Amount states, "The estimated contract budget for the FY 2009-2010 is \$200,000." Is this for the period March 1, 2010 (assuming the contract is awarded on that date) until June 30th? Are start up costs included in this estimate?

ANSWER: Yes, the estimated contract budget for the FY 2009-10 is intended to fund the project for the period beginning March 1, 2010 (assuming the contract is awarded on that date) through June 30, 2010, and yes, that estimate includes startup costs.

QUESTION 32: On page 10 of 33, Section IV. Financial Specifications, C. Allowable Costs states, "Indirect costs...are limited to 10%...". On page 14 of 33, Subparagraph 4. Indirect Costs states, "Indirect cost must be less than 10%..." Please clarify.

ANSWER: The budgeted and actual indirect expenditures of contract dollars may not exceed 10% of the total contract budget.

QUESTION 33: On page 10 of 33, Section IV. Financial Specifications, D. Invoicing and Payment states, "The successful Respondent(s) shall be paid on a fixed price basis..." How are start up costs billed?

ANSWER: Start up costs will be negotiated; please see the answer to QUESTION 31 above.

QUESTION 34: Will a DCF Social Worker be involved in each case or is the contract replacing the social worker?

ANSWER: A primary worker will be assigned to the case, and the Relative/Non-Relative Support Services provider will work in collaboration with that person.

QUESTION 35: What is the anticipated average time for a caregiver to be in the program?

ANSWER: The goal will be 120 days of intensive involvement and support, with follow up and periodic face to face contact with families, as appropriate for the individual case.

QUESTION 36: On page 20 of 33, Appendix B, B.8. Certification of Corrective Action Plan Implementation. If a Respondent has never received funding and/or a contract from HKI, how does a Respondent certify the implementation of the Corrective Action Plan?

ANSWER: The language is qualified by the clause “after having received due notice” of the Corrective Action Plan; thus, if no Corrective Action Plan has been recommended or required by the named entities for the Applicant, the Applicant should sign the certification. The Applicant’s signature will be construed to certify that either (a) the Provider has implemented recommended or required Corrective Action Plans, or (b) no Corrective Action Plan has been recommended or required. The absence of a signature will be construed to indicate that a Corrective Action Plan, as described, was not implemented by the Provider after having received due notice.