

	5/11/2012	
	Questions	Answers
1	If we have more staff than provided on sheet, how do we add them?	Complete another budget worksheet as an addendum.
2	Can Bd. Of Directors be "Advisory Bd." if no Bd. Of Directors?	Yes.
3	How do we show compliance to Critical Elements? Results most recent <u>site visit</u> (I just got a site visit and don't have the results.) ?	Include documentation from previous QA visits. If you do not have most current QA visit results, include date and we will follow up with QA contractor to get the results
4	If a site has been granted a waiver now, will the site need to reapply for the waiver in the new grant year?	Yes, that waiver was requested and approved under the old, expired contract.
5	This RFP . . . Do we only submit for TANF contract? Is there anything to be done for the MIEC grant?	Only the TANF funded contract is included in this RFP. The MIEC contracts were awarded and not part of this RFP.
6	Where do we find our sites EIN Number?	Consult with your fiscal department
7	Size limits to service + provider narratives?	None
8	Is there a character limit on the narrative portion? Is there a limit to the attachments, i.e., type, pages, etc.?	No
9	How do you go about bidding for another county?	A budget is to be submitted for each county for which services are proposed. Include information about each county in the provider narrative.
10	Will a site being bidded on be aware of this?	Not during the RFP process. After the contracts are award, RFP responses will be accessible to the public.
11	What criteria will be used on who is awarded funding if another county is bidding on another county?	See scoring sheet included in the RFP. All proposals will be scored using this tool.
12	If we anticipate having a site visit during accreditation do we still include these fees in our budget	The following should be included in your budget regard accreditation: 1. \$1000 for Micelles accreditation costs (to cover coping, postage, etc). 2. Staffing costs for increased workload during accreditation preparation.
13	Hard copy of proposal postmarked by 5/29 or 6/4?	June 4, 2012 is the deadline for the postmark date and 10 AM, June 4, 2012 is the deadline for the electronic submission into
14	Must agencies/sites serve county/counties with minimum 500 live births?	This is not current policy and procedure for agencies to serve a county.
15	Should we send our grant proposal via registered mail?	Sending via registered mail is not a requirement.

16	15% admin - Do you also want form filled out for salary personnel?	<del>Costs associated with the program should be included in the budget. Administrative personnel costs should be included in the 15% cap. Program managers are to considered administrative personnel.</del>
17	Budget attachments - 1 for each county, but Budget forms in RFP are different. Do we do all of them?	Yes
18	Just to clarify - administrative costs max is 15% of total allocation amt. - correct?	Correct
19	Explain how proposing for part of a county would work?	Allocation figures are for the entire county. If an agency chooses to propose for part of a county, the proposal should be very clear as to what geographical area the proposal includes. Allocation figures for 2012-13 increased 3% over 2011-12 allocation figures
20	What is the "mileage rate?"	State approved mileage rate is \$0.44 cents per mile.
21	Do we send proof of auto liability to DCS & when?	This should not be sent to DCS, but should be retained in files for audit purposes.
22	Does the CEO have to be fingerprinted if CEO of the "whole health system?"	See DCS Background check website for further guidance, <a href="http://www.in.gov/dcs/2363.htm">http://www.in.gov/dcs/2363.htm</a>
23	What is the state hoping to accomplish by having an open bid format? What are you looking for - more regionalization, elimination of single county sites, lower admin costs, elimination of weaker sites, etc.? This information would be very helpful to us in determining how to proceed in the RFP process.	DCS is interested in the highest quality of services. DCS will continue to ensure all 92 counties are covered by a HFI provider. There is no intention of regionalization, eliminating small sites, etc.
24	If the RFP evaluations and pricing, etc. are equal across the board, would the contract go to the currently holding contract - existing small site- or a multi-site agency serving surrounding	All proposals will be scored according to the scoring tool. The respondent with the highest score will be offered the contract.
25	Attachment E - Service Narrative Letter D states we are to discuss any corrective action plans undertaken - Would this be only current corrective action plans, or should we include previous corrective action plans that were successfully completed?	Only include corrective action plans for current contract period.

CORRECTED ANSWER: Costs associated with the program should be included in the budget. Administrative personnel costs should never exceed 15%. Program managers should not be considered administrative costs. Program managers should be included in direct costs.

26	Do county budgets feed into formula to calculate assessment and long term visit rates?	There is no automated formula to calculate the rates. Agencies should utilize their anticipated costs to determine their proposed unit rate.
27	Please discuss further the .25 minimum for FRS at a county.	The .25 minimum is to address the growing need of staff dedicated to locating families from referrals. Agencies having dedicated people to this process will allow a thorough search for families and engagement into the program.
28	Is the .25 minimum for FRS applicable for every county? I currently use a .25 FRS for 3 of my small rural counties combined.	If you do not believe the counties you want to serve need a .25 FRS then in the service narrative please explain why this is not necessary and how you will effectively handle referrals.
29	Is the state ultimately hoping to regionalize the HF program more (eliminate smaller sites)?	See response to question 23.
30	What are the written requirements, i.e., fond size, # of pages, etc.?	There are no requirements.
31	The narrative should be written in the templates provided, however Attachment D&E are not actual templates. Please advise.	Title each of the narratives as either D or E and provide a narrative/answer each question under the topic headings that are provided.
32	Due to income verification, our assessment process has moved from hospital to home based - requiring significantly more travel & staff time. Is there a place to justify an increase in assessment unit rates?	Travel and staff time may be indicated in your budget and used as a portion of your expenses to arrive at your assessment rate, up to the maximum unit rate allowed.
33	Does the budget space expand? Are there budget or narrative space limitations?	If additional space is needed, use additional budget pages.
34	If we apply to provide service in 3 counties, is it possible that we could be awarded only 1 county or 2 counties as well as all 3 counties?	Yes.
35	Can you select different unit rates for different counties or do they all have to be the same?	Provide budget worksheets for each county being proposed. Each county may have a different rate. Each rate should be justified on the budget worksheets.
36	Are we getting KFTF funds again for this RFP service period?	at this time there is no KTFT funding included in this RFP
37	What information are you interested in receiving as regards the narrative questions regarding relationship with local DCS office?	Include any business relationship you have had with the local DCS Office. This would include, but not be limited to, contracts that you may have with the local office.
38	What is a disaster contact?	The agency contact included in the disaster plan provided to DCS.

39	Can Board of Directors lists, org charts be attached separately or do they need to be part of service narrative?	Can be included as a separate attachment.
40	Are agencies allowed to bid if not currently accredited? IN other words, if you are not currently serving Healthy Families, can you apply?	This RFP is only open to agencies that are currently accredited.
41	The Health & Hospital Corporation of Marion County currently has 2 contracts with DCS. One is for the Marion County Public Health Department (Marion 4) & the other is with Wishard Health Services (WHS) (Marion 3). Both contracts use the same EIN#. If we do one application, only one contract will result from the application. this would be problematic because Wishard & the health department bill separately and have separate financial systems. Therefore, it would be better for us to do 2 separate applications under 2 different D/B/A names. Is	If the entity has the need for two separate contracts, then that entity should submit two proposals.
42	Can we assume that the disasters plan we have submitted are approved and is all that is necessary?	You may assume that the disaster plan you have submitted meets the terms of your current contract. To meet the conditions of the new contract for which you are applying you will need to submit a new disaster plan for that contract.
43	The RFP documents have the deadline for the hard copy post mark date listed as June 4th several places and May 28th several places, which is correct?	June 4, 2012 is the deadline for the postmark date and 10 AM, June 4, 2012 is the deadline for the electronic submission into KidTraks.
44	When we sign the page that prints out at the end will that be the certification of assurances?	Signature of the certification statement of the RFP indicates agreement with the assurances statement.
45	Is there a page limit to the provider narrative and the service narrative?	No
46	How do we respond to adherence to the critical elements (i.e. do you want this standard-by-standard or em bedded in the narrative?	Address adherence to the critical elements within the narrative. Also see response to question 3 regarding QA site visits and corrective action plan.
47	Will agencies be notified if and when another agency bids on any of the counties they are currently serving?	No.
48	If we are bidding on multiple counties will our proposal be considered as a whole or is it possible to only get some of the counties that we bid on?	You may be awarded all, some, or none of the counties that you bid on.

49	If someone wins the bid on a county that is new to them are they under any obligation to take the staff?	No
50	Can sites that have MEIC dollars still bid on other sites that do not have MEIC dollars?	Yes, but MIEC dollars (contracts) are completely separate from the issue of this RFP and whether a site has an MIEC contract is not germane to the issue of this RFP.
51	Can multiple sites serve one county? IF so, how would you budget for a county being servie by multiple sites.	See response to question 19.
52	In some current clusters the data in Family Wise is also clustered. If these counties are split up the data would also have to be split up. Does unclustering the data compromise statistics? Who would be responsible for the cost of unclustering the data?	Family Wise has county based data. In some instances one site is reporting on multiple counties. If this cluster is split up, the data collection is not affected.
53	Do the automobile liability minimum limits of \$500,000.00 per person and \$1,000,000.00 per occurrence apply only to agency owned vehicles or is staff required to have that high of insurance on their personal vehicles? Does this still apply is staff does not transport?	The minimums are established for the agency that is entering into contract with DCS. However, it is up to the agency and staff's discretion to require high insurance on personal vehicle. The minimums apply whether transporting clients or not.
54	One of my concerns is that we can only submit one budget that will be used for both years. How do we cover any significant increases we may face in such items as health insurance, utilities, travel expenses, etc. for the second year? We have no way of knowing what those increases might be 15 months from	At this point, there is no estimated increase for HFI allocations during the second year of the contract.
55	Is the grant submission deadline 10 a.m. EST?	The submission deadline for hard copy is postmarked June 4, 2012 with submission into KidTraks by 10 A.M. Eastern Daylight Time (EDT), June 4, 2012.
56	In the session today it was stated that the accreditation cost doesn't need to be in the budget however it is listed on the score card.	See response to question 12..
57	What is a disaster contact?	See response to question 38.
58	Change from Assessment must be reviewed when 2 day to must be submitted - centered when 2 days > can bhis be	This cannot be changed.
59	If we take on a new county will the data base be merged?	Respondent will be given access to new county

60	It appears that "insurance and space costs" were left off of the budget justification worksheet - will you fix this or do you not want a justification for insurance and space costs?	include in other admin
61	How are sections 2 and 3 different under the provder narrative? (Attachment D)	Section 2 requests a description of services in general and relationships with DCS while section 3 is specific to Healthy Families services.
62	Attachment D-Section 2-History of Quality Services, please describe what kind of information are you would like to see as it relates to a site's working relationship with the local DCS?	see response to question 37.
63	On section D of the Service Narrative-if a site has no correction action plans what information would you like to see as it relates to quality assurance?	See response to question 37.
64	How will you determine if the capacity described in the narrative meets the needs of the region? (Service Narrative Sectin 2 or Section B)	DCS will take into consideration a counties live birth and poverty level statistics.
65	Can you give an example of the kind of protocols that you are requesting in the Scoring Tool Service Narrative Section 1?	Example: intake protocol
66	In Part C of the budget summmary, wouldn't the actual indirect cost % be figured by taking the indirect costs divided by the total costs? Please clarify what figures we are to use in order to determine this percentage-thank you! The Budget Justification Worksheet #'s don't correspond with the Budget Summary #'s (ie. telephone is #7 on one and #3 on another). Also, the Budget Justification Worksheet does not have places for #4 Insurance and #5 Space Costs.	Use the formula given to calculate the actual indirect costs. See response for question 60 for Insurance and Space costs.
67	Should in kind salary be listed in personnel and productivity or just productivity? Where do we list in kind contributions and other grants/income? How do we account for an entire position from an in kind source?	Attach a separate budget noting in-kind contributions associated with the budget for this RFP.

<p>68 Attachment 1 page 1 states "<u>capital purchase of \$500 or more is not allowed as an expense except through yearly depreciation</u>", while Attachment G page 40 states "<u>having a unit acquisition cost of \$5,000.00 or more</u>". Which is the <u>correct amount</u>?</p>	<p>There is a difference between the acquisition cost and the amount which may be allowed as an expense in any given year. For example, a capital asset might be purchased for \$750, but the expense allowed to be charged to the contract in that contract year would be limited to the amount allowed for depreciation.</p>
<p>69 On Attachment 1-Federal Selected Disallowed Expenses, under the title, Capital Expenditures, the RFP states the following: <i>The cost of any capital purchase of \$500 or more is not allowed as an expense except through yearly depreciation.</i> Please note, we understand capital expenditures to include any items that have a value of \$5,000 or greater. See , OMB Circular A-102, <i>Grants and Cooperative Agreements with State and Local Governments</i> . Did the Indiana Department of Child Services mean to state \$5,000 instead of \$500?</p>	<p>see response to question 68</p>