

Program	Category	Question	DCS Answer
Community Based - HFI	Estimated County Allocation	Are we allowed to request more funds than what our current "Estimated County Allocation" is?	If the agency feels additional funds are necessary to operate the HFI program for that county then the need should be justified in the RFP. The request of additional funds does not guarantee the allocation will be increased.
HFI	Other	I noticed that the current RFP stated that the organization needed to be accredited by Healthy Families Indiana. How do we proceed to obtain such?	An organization needs to be accredited by Healthy Families America to be eligible for a contract as a Healthy Families Indiana provider, that would allow the agency to operate the program under Indiana's Multi-Site System. Please refer to <a href="http://www.healthyfamiliesamerica.org/affiliation/">http://www.healthyfamiliesamerica.org/affiliation/</a> for additional information.
HFI	Assurances	Are current staff expected to complete this training as well? How soon will the website be available to train current staff?	All staff will need to be trained on the LGBTQ Youth Initiative within 30 days of the contract start date. Training is available at <a href="http://childwelfare.iu.edu/cat/DCS09030/">http://childwelfare.iu.edu/cat/DCS09030/</a> .
HFI	Unit Rates	Has the standard unit rate changed? If the rate is the same are we required to show how we calculated the unit rate when it has not changed?	Unit Rates have not been determined at this time. Each Respondant is asked to submit an Actual Cost Report and a proposed budget that includes a proposed unit rate.
HFI	Sample Contract	When and where do we submit the covered personnel spreadsheet?	Email the Exhibit 3 (see sample contract) as a PDF document, with the completed excel spreadsheet, as an excel spreadsheet, of all covered personnel to <a href="mailto:Background.CheckUnit@dcs.IN.gov">Background.CheckUnit@dcs.IN.gov</a> . Deadline of the completion and submission of the Exhibit 3 and attached excel spreadsheet is 30 days after the agency signs the contract or 30 days after the effective date of the contract, whichever is the earlier. See <a href="http://www.in.gov/dcs/2363.htm">http://www.in.gov/dcs/2363.htm</a> for further information. Please take note of the information below:  <ol style="list-style-type: none"> <li>1) Be sure to include the agency's legal name, contract number, and preparer name and contact information.</li> <li>2) For each covered personnel, use the person's full legal name as it appears on their photo id (the name they were fingerprinted under), and provide a job title/description of duties if job title is generic.</li> <li>3) Please submit the spreadsheet electronically in Excel format. Please note that we will send the spreadsheet back for completion if the columns are not appropriately filled out for each employee.</li> </ol> Any questions regarding these requirements should be submitted to: <a href="mailto:Background.CheckUnit@dcs.in.gov">Background.CheckUnit@dcs.in.gov</a>
HFI	Unit Rate	Will there be a cap to the Unit Rate?	DCS will set a standard unit rate for billable components for agencies during the contracting process. Respondants are asked to propose a unit rate based off the Actual Cost Analysis and proposed Budget.
HFI	Multi-County	If you have multi-county programs, can you move money from county to county?	Counties are allocated a specific amount of funds and are expected to operate within the allocated budget. DCS conducts a utilization review of funds once a year to determine if funds are available to transfer between counties.
HFI	RFPs	In the RFP it is stated that once an RFP has been accepted, it then becomes public record. How do you access those records?	A request for public records would need to be sent to the Department of Child Services, in accordance to Access to Public Records Act (APRA), IC 5-14-3 et seq.
HFI	Multi-County	If you have multi-counties can each county have different unit rates?	Yes it is possible unit rates may differ county to county. Respondants are asked to propose a unit rate based off the Actual Cost Analysis and proposed Budget per county.

HFI	3.2 Evaluation Criteria; scoring tool #1 (budget) and #2 (history of	What item and number on the justification worksheet do affiliation fees and accreditation costs fall under?	The affiliation fees may be entered under section B of the Budget Worksheet, item 7, "Other Administrative Expenses."
		Can you give an example of "other affiliates" whose organizational chart should be included?	An example of "other affiliates" would be any agency/individuals subcontracted with the Respondant to provide any service contained within the contract.
HFI	Explanation of budget justification worksheets	Can you give examples of consultant services?	Consultant services would be any part of the program where the agency sought out services to receive clarification/assistance on part of the program.
		Item E asks for a breakout of how the group rate is calculated-is a group rate allowed for HF?	The group rate on the worksheet is equivalent to Healthy Families Indiana's unit rate. Please include any expenses calculated in the proposed unit rate.
		What is or where would we find the service standard title?	Healthy Families Indiana follows specific policies related to Healthy Families Indiana and Healthy Families America Best Practice Standard. There is not a service standard for this contracted service. This has been updated on the RFP document.
		Are there examples or definitions for "other administrative costs"?	Any costs associated with operating the Healthy Families program that is not captured on the budget/actual cost report worksheets.
		Are fees for human resource services indirect costs?	Indirect costs are any costs associated with operating the program that are not part of direct service.
		Can the time that an administrative assistant spends doing data entry and processing screens or doing QA be considered as direct costs?	These activities should be calculated into Section B, Direct Costs, number 7, Other Administrative Expenses, on the Budget Worksheet.
HFI	Attachement E Actual Cost Report	In the boxes for rates - is asking for our current <i>unit</i> rate for assessment and home visits (LT) and what our desired <i>unit</i> rate is for each of these service?	DCS would like you to enter what the current rate for SFY2015 was and what the agency desires for the unit rate to be. If the current rate is the desired rate, please enter the amount to reflect that.
HF	Budget	Can we use our own fiscal year for report of Budget or do we need to adhere to the July 1, 2014 to June 30, 2015 time frame?	The Actual Cost Report needs to reflect the time period of SFY 2015, which is July 1, 2014 to June 30, 2015. The proposed Budget Worksheets needs to reflect the cost of operating the program for the contracted years September 1, 2016 to August 31, 2018. The budget needs to be a one year budget that will be used for a 2 year contract.
HF	Budget	On Attachment E it lists a number for Todd Fandrei, are we able to contact him during the RFP process?	Todd Fandrei is a DCS employee. DCS employees may not be contacted during the RFP process.
HF	Background checks	Attachment H references Section 49. Should this be Section 53? What is the timeframe for fingerprinting to be current? Within last 4 years or 5?	Thank you for bringing this to our attention. Attachment H has been updated to reflect Section 53 of the sample contract and is now marked as "Exhibit 3" to match language in the sample contract. Please refer to DCS policy 13.3 and 13.4 regarding background check timeframes, located at <a href="http://www.in.gov/dcs/2526.htm">http://www.in.gov/dcs/2526.htm</a> .
HF	Background checks	Is exhibit 4 that is referenced in the sample contract on page 33 included in the packet? I only see exhibits 1, 2 & 3.	Thank you for bringing this to our attention. This was a typo in the sample contract. There is no exhibit 4. The sample contract has been updated to reflect this.
HFI	Assessment FTE's	Is there a minimum FRS FTE that a county can propose?	No
HFI	Admin Cost	Is there a Admin Cost Cap/Maximum?	The budget should reflect the actual expenses to run the program.
HFI	2016-2017 Estimated County Allocation Chart	Can I propose to serve a county based off the number of currently served families even if the total proposed allocation needed is higher than the "Estimated Allocation Chart" or should we show we plan to serve less?	The proposal should reflect what the current estimated need is for the county being proposed.
HFI	Attachment L- Sample Contract: Disaster Plan	Can the Disaster Plan be submitted at the time of RFP proposal or should it be submitted within thirty (30) days of the commencement date of the Contract.	The disaster plan should be sent to DCS within thirty (30) days of the commencement date of this Contract.

HFI	Service Narrative	In past RFP's, service narratives of multi-county sites could be combined into one narrative. Why do they have to be separate?	The service narrative should reflect the needs of the county being proposed for, which may differ county to county based on the population served.
HFI	County Allocation	Is the estimated county allocation TANF dollars only?	The estimated allocation contains both TANF and State dollars.
		Is the MIEC funding included in the estimated county allocation	The MIECHV funding is not included.
		Is the State Healthy Families funding included in the estimated county allocation?	See question 29.
HFI	Proposals	If there are two different funding sources (TANF & MIECHV) will there be a separate RFP for the 2nd funding source?	The current RFP is for the contracts that will include State and TANF funding. The MIECHV contracts are separate.
		If there are two different funding sources (TANF & MIECHV) how do we account for different requirements for MIECHV funding, such as required clinical consultant, within this current proposal?	MIECHV contracts are separate from TANF and State funding. This RFP is for TANF and State funding sources only. Should a provider be contracted under MIECHV funds they will be required to abide by those requirements as well.
		In Section 1 of the Service Narrative do we include information for the entire umbrella agency or just the HF program (Organizational chart, organizational history, etc.)?	The RFP requires an organizational chart for the Healthy Families program. An organizational chart for the agency may be included, but is not required.
HFI	Budget	What is the milage rate for reimbursement to be used for this contract?	The mileage rate will reflect what the Indiana Department of Administration (IDOA) sets forth for the reimbursement rate. Please see the Travel Center on the IDOA website, located at <a href="http://www.in.gov/idoa/2459.htm">http://www.in.gov/idoa/2459.htm</a> .
		In the Actual Cost Report, what qualifies as "Contracted Services"?	Contracted Services would include any services that are sub-contracted out and not performed by the DCS contractor themselves.
		In the proposed budget for 9/1/16-8/31-18 do we include the cost for the MIECHV required Clinical Consultant?	The MIECHV funding is not included in this contract.
		In the proposed budget for 9/1/16-8/31/18 where do we include the cost for the MIECHV requred Clinical Consultant?	See question 37.
		In the proposed budget for 9/1/16-8/31/18 Item E refers to a "group rate", what does this mean?	See question 14.
HFI	Budget	Where do we list required auditing services, under line C1 or in Contracted services A3?	Auditing services should be an indirect cost.
HFI	Policy & Procedure Manuals	Will the updated HFI policy and procedure manual be completed and distributed to HFI program for use to develop these current proposals?	Healthy Families Indiana is currently operating under the policy manual revised 4-4-14. There is no new policy manual to date.
		Which HFI policy and procedure manual do we need to use while creating the current proposal, the current one or will we have the updated one?	See question 41.
HF Think Tank	RFP	Is the budget/pricing to be solely built around the provision of the quarterly Think Tank meetings themselves, or are providers also allowed to build in costs for staff time associated with the ongoing, strategic leadership being requested? In other words, should we only quote costs to prep and host the meetings, or may we also include the time for follow-up tasks that result from the meetings themselves?	The budget should reflect what the associated cost is to facilitate the meeting.
HFI	RFP	In the cost report of the HFI RFP, I am unable to enter the county in the drop-down area because it is password protected. I also cannot enter anything into the areas asking for ratio of screens to assessments and ratio of assessments to home visits. Could you "unprotect" these areas?	Thank you for bringing this to our attention. The Actual Cost Report has been adjusted so agencies may enter all required fields.

HFI	RFP	What exactly is meant by ratio of screens to assessment and ratio of assessments to home visits on the cost report? (Formula?)	Respondant should enter the number of screens it takes to get to an assessment and the number of assessments it takes to get to a home visit.
HFI	RFP	On the Budget Summary Attachment, must the Total Program Costs match the amount on the County Allocation chart? Is a different amount allowed? (Whether more or less than the estimated county allocation.)	If the total program costs do not match the County Allocation chart then a justification must be included to reflect the purposed budget. The request of additional funds does not guarantee the allocation will be increased.
HFI	Rates	RFP 2.4 Budget Worksheets states, "DCS has set standardized rates for each billable component. Providers will submit their proposed rates in the online application." Does this mean that providers can propose a rate that is different from the DCS-set standardized rates?	Yes
HFI	Rates	RFP 2.5 Rates states "DCS will set a standard unit rate for billable components for agencies during the contracting process." Does this mean one set of standardized rates will apply to all agencies, or will each agency selected for contract negotiation have agency-specific rates set?	Rates will be set by county and not by agency.
HFI	RFP	RFP 2.3 Service Narrative states, "Each program proposal will include one Service Narrative for each county being proposed." Does this mean 1 Service Narrative Attachment C that describes the specific services in each county, or should there be a separate Service Narrative Attachment C for each individual county proposed? In other words, is DCS expecting one Attachment C Service Narrative document, or multiple documents if multiple counties are being proposed?	See question 28.
HFI	RFP	In the Attachment E, Actual Cost Report HFI RFP, the first page tab, "Agency Information Statistics," some of the required fields are actually locked to data entry. Specifically, the "County" field does not allow for a selected county to be entered and the Screen to Assessment Ratio and Assessment to Home Visit Ratio boxes do not allow data entry. How would DCS like providers to supply the required information? Will a revised template be made available for use by providers?	Please see question 44.
HFI	RFP	For providers proposing for multiple counties/sites, is a combined budget that includes all proposed sites required? This was a requirement in past RFPs but was not sure if it was required for this one.	There should be one budget per county proposed.
HFI	RFP	For providers proposing for multiple counties/sites, is a combined budget that includes all proposed sites required? (For example, Agency A proposes for 6 different counties, would Agency A submit 6 individual county budgets and then a 7th budget document to reflect the proposed contract total? This was a requirement in past RFPs but we were not sure if it was required for this one.	See question 51.
HFI	RFP	For providers proposing for multiple counties/sites, is a combined Service Narrative that includes all proposed sites required? This was a requirement in past RFPs but we were not sure if it was required for this one.	See question 28.
HFI	RFP	Under "History of Quality Services" we are required to include an organizational chart, governing and advisory boards and affiliates. For some agencies this could be as much as three pages of information when there is a six page limit. Can you provide direction on shortening this so the majority of the narrative can be provided regarding services?	See Question 34. DCS cannot provide direction on what a respondant should or should not include in the proposal.

HFI	RFP	Under "Service Demographics" the instruction is to define the priority target population. Since DCS has defined the target population, please clarify what "priority target population" describes. The title of the section seems to imply that it means service population? Clarification would be very helpful.	While DCS determines the target population for Healthy Families Indiana, the service demographics should explain the needs of the population served within the county served.
HFI	RFP	What is the time frame for the History of Quality Services portion of the narrative? (i.e. for the entire time an agency has held a program? for the past two years?)	There is no specified time frame.
HFI	RFP	Section 5 of the RFP lists an Attachment 'N' – Healthy Families Service Definitions. This attachment is not on the web site	Thank you for bringing this to our attention. This attachment is now listed on the website.