

**Questions – RFP – Community Partners for Child Safety**

<p>1) In the proposal scoring tool, the Service Narrative section scores applicants response regarding “Evidence-Based and/or Best Practice Models to be utilized in delivering the program as described.....” but the Service Standards for program require participation in “The Institute for Strengthening Families” as a requirement and does not mention EBP or Best Practices Models. Have the Service Standards changed?</p>	<p>The Service Standard has not been changed, the most current Service Standard is available the CPCS RFP website.</p> <p>The Service Narrative should contain an explanation/description if the agency is using an EBP, such as a specific curriculum for parenting classes, or a best practice that the agency intends to provide under this RFP.</p>
<p>2) Is it now required that an EBP/BP models be utilized in the delivery of services, and if so, are other CPCS providers who were renewed now required to implement EBP in their services?</p>	<p>Evidenced Based Practices or Best Practices are not required under this RFP.</p>
<p>3) Should training costs for EBP/BP be included in the proposal?</p>	<p>If you are planning on training staff on an EBP or BP, you should include that in your budget as a training expense.</p>
<p>4) Are existing providers given extra points in the scoring of the proposal, or at least due consideration, for the historical delivery of quality services and meeting or exceeding service standards?</p>	<p>No, there are no extra points awarded. The scoring tool will be utilized in determining the provider chosen. The Provider Narrative should describe how a region has been impacted by a particular agency.</p>
<p>5) Are existing providers given extra points for securing donations and grants for client material relief funds?</p>	<p>No, there are no extra points awarded.</p>
<p>6) Has consideration been given to the loss of client material relief and other designated grants/donations secured by the existing provider for the calendar year of 2013 should the contract transfer to a new provider mid-year (July 2013)? (grants/donations cannot transfer)</p>	<p>DCS will monitor the transition period to ensure that services will continue to be provided to on-going clients. Section 12 of the CPCS contract states that a contract that is either not continued or terminated must provide transition services for 60 days beyond either the date of the termination or the end of the contract.</p>
<p>7) Goal #2 – Service Standards outcome measure lists 1) “DCS satisfaction will be rated 4 and above on the Service Satisfaction Report” – how might we obtain results gathered by the DCS Service Satisfaction Reports for prior</p>	<p>The DCS Service Satisfaction Reports are created by the agency and any results obtained are maintained by the agency collecting the feedback.</p>

and current years of service?	
8) Where can we locate data to identify the target population, since this is a prevention service, the DCS practice indicators may not apply?	The target population for CPCS is outlined in section III of the service standards.
9) If an applicant is not selected, will rationale and scoring sheets be provided to justify the decision?	Any respondent to a DCS RFP can, in writing, request to see their Proposal Score Sheets.
10) Does an existing provider of CPCS services, or new applicant, have any appeal rights if not selected?	If a respondent is not selected, they may submit a letter of appeal to the Department of Child Services within five (5) business days after the date of the contract award letter.
11) In Section 1.2 Purpose of the RFP states, "The purpose of this RFP is to select Community Partners for Child Safety Services vendors/providers that can satisfy the DCS need for the provision of a comprehensive array of prevention services to all 18 regions in the State. Service providers may choose to apply to serve individual regions or the entire state." Does this mean that we can apply for all Regions?	Respondents will only be considered for the areas that have a current open RFP, Region 5 and 15. The other 16 regions are not accepting proposals at this time.
12) If a new provider is selected, will start up costs be funded, through additional appropriations or should the applicant include these costs in their proposal?	There is no start up funding associated with the CPCS program.
13) How will the transition of CPCS services occur between an existing and new provider and how will costs be covered if transition extends beyond the end of the contract year?	See answer to question 6.
15) How long will a new provider have to build capacity for service?	Award Recipients will be expected to start services upon effective date of contract, 7/1/13.
16) What preparations have been made to provide services to families during the transition from an existing to new provider, given that staff capacity will be drastically reduced with the existing provider as staff leave to find other employment and the new provider seeks and trains staffs after the contract is effective?	See answer to question 6.
17) What criteria/process was used to decide to release this RFP for only 2 Regions?	DCS issues RFP in regions where a service gap has been identified.
18) Will information from the decision process to release this	See answer to question 9.

RFP be made available to providers so they may address any concerns identified?	
19) Is there a 5 page limit on the Service Narrative? Any limit on margins and font sizes?	There are guidelines to the length on both Service Narrative and Provider Narrative. There is not a limit on margins and font sizes.
20) Is there a 3 page limit on the Provider Narrative? Any limit on margins and font sizes?	See answer to question 20.
21) Region 5 allocation increases in year 2 and Region 15 allocation reduces by 12% in year 2 – do 2 budgets need to be submitted and explanation of how services will be adjusted be included in service narrative? If so, can page limit be increased?	A separate budget must be done for each of the two years as the allocations are different amounts. You need to use the budget template and adhere to page limits.
22) The current FY 2013 amount was reduced from FY 2012 and now FY 2014 is being increased but FY 2015 is being decreased. Do we need to explain how we will adjust expenses and service delivery over the two years? If so, should this information be included in the service narrative and can the page limit be increased?	See answer to question 21.
23) The allocation amounts listed for FY 2014 and 2015 are the same amounts received for FY 2012 and FY 2013-weren't additional funds appropriated for an expansion of CPCS services over the next three years?	The allocation amounts listed for FY 2014 and FY 2015 are known amounts. DCS has not yet determined the allocations for the additional state funding. Contracts will be adjusted once those decisions are announced.
24) Is there any Client Material Relief included in this allocation as has been in years past? If so, how much? What percentage of total budget?	There is a line item designated for concrete service. However, the decision to offer concrete services or the percentage to offer is a collaborative effort between the provider and the Regional Service Council.
25) Are there any Subcontractor (Other Prevention Services) amounts included in this allocation as has been in years past? If so, how much? (Previously it was 40% of the allocation.)	Up to 40% of the total allocation may be designated by the Regional Service Council for Subcontractor or Other Prevention Services.
26) If funds are available for Other Prevention Services/Subcontracting when will the amount be determined? - as it will have a major impact on the budget and service proposal that is to be submitted and additional	See answer to question 25.

time will be needed to prepare RFP.	
27) Will multiple respondents be selected to provide services in a Region? For both Region 5 and 15?	That will be dependent on the proposal scoring committee and their recommendations to DCS.
28) Section 3.2 states the proposal will be evaluated for cost efficiencies but this criterion is not listed in the scoring tool. How should we address this in our proposal and will it be scored?	The budget is scored in the Budget Section in Step 1 of the Scoring Tool.
29) What is the standard for caseload size? According to CPCS standards? According to DCS standards?	There is no standard for caseload size in the CPCS Service Standard.
30) Are waiting lists prohibited and if so, how should we address maintaining appropriate caseload ratios within a budget that may restrict hiring additional personnel, especially for the reduced contract amount in year 2?	Client waiting lists are discouraged. Respondent should address how the provider will meet the needs of the Region.
31) What is the process for receiving referrals from DCS?	DCS completes the CPCS referral and sends to the contracted CPCS agency for that area.
32) What is the process and timeline for notifying DCS offices regarding the status of the referrals they made to CPCS?	Once referrals are received communication between the provider and the referring agency should begin.