

Responses to Questions per RFQ No. 2018HOMESTUDY001

1. I saw the info on the CPS website about independent contractors. Question, do you have to have an independent license/tax ID number in order to apply for the position?

The applicant must be registered to do business as prescribed by the Mississippi Secretary of State.

2. I am working to complete the the Statement of Qualifications/Applications for RFQ No. 2018HOMESTUDY001. Attachments I, K, and M are included in the packet, but there are no instructions for inclusion or completion. Can you direct me in whether they are to be included in our packet for submission?

Attachment I (Professional Reference Score Sheet/Personal Reference Score Sheet) is to be completed by MDCPS Staff Only

Attachment K (Contract Template) is for reference only. Will be utilized if awarded a contract.

Attachment M (2nd Modified Mississippi Settlement Agreement and Reform Plan) is not to be completed by the Applicant. The link is provided for your convenience. To view the 2nd Modified Mississippi Settlement Agreement and Reform Plan that is located on MDCPS' website.

3. Attachment A: Required Letter of Intent
When applying as a private contractor, should I leave the questions blank that ask for title (x2); Fax # (if I do not have one); TAX ID #; Dunn # blank or indicate n/a.

All information is required and should be completed. If left blank or indicating N/A, it is considered non-responsive. Non-responsive applicants may be rejected.

4. Attachment B:
Should DUNN # be left blank or indicate n/a?

All information is required and should be completed. If left blank or indicate N/A, it is considered non-responsive. Non-responsive applicants may be rejected.

5. Attachment C:
Should DUNN # be left blank or indicate n/a?

All information is required and should be completed. If left blank or indicate N/A, it is considered non-responsive. Non-responsive applicants may be rejected.

6. Attachment D:
Name of Organization: Leave blank or indicate n/a

All information is required and should be completed. If left blank or indicate N/A, it is considered non-responsive. Non-responsive applicants may be rejected.

7. Attachment E:
none

This form should be completed and accompany submitted application.

8. Attachment F:
Should questions posed to businesses be answered based on individual experiences and qualifications? Tax, Dunn, Business ID # lines- leave blank or indicate n/a

Responses should be based on experience and qualifications

9. Attachment G:
Business name: leave blank or n/a

All information is required and should be completed. If left blank or indicating n/a, it is considered non-responsive. Non-responsive applicants may be rejected.

10. Attachment H:
none

This form should be utilized for professional and/or personal references. All information is required and should be completed. If left blank or indicate N/A, it is considered non-responsive. Non-responsive applicants may be rejected.

11. Attachment I:
Should this form be submitted with the final packet, even though it stated to be completed by MSCPS staff?

This form is for MDCPS Staff only and should not accompany submitted application.

12. Attachment J:
none

This form should be completed if there are exceptions to the contents of the RFQ. If there are no exceptions, indicate N/A on the form and return with submitted application.

13. Attachment K:
Should this form be excluded from submission of completed packet and only submitted if a contract is awarded?

See response to question #2

14. Do you have to have workers comp if you are the only employee in an LLC?

All employers with five employees regularly employed are required by the law to have workers' compensation insurance coverage. *See Miss. Code. Ann. § 71-3-5.*

Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the [agency], and the [agency] shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The [agency] shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any

other amounts for benefits to Contractor. Further, the [agency] shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.

15. What is the DUNS number?

The Data Universal Numbering System (DUNS) is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. For more information, please visit <http://www.dnb.com/duns-number.html>.

16. Do you have to have a federal TAX ID Number or can you use your SS number if you are a single LLC and receive your pay on a 1099?

The applicant must follow the instructions listed on IRS Form W-9 for Part I. Taxpayer Identification Number (TIN). If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

17. Does the proposal call for individual's to apply solely or can groups of social workers apply together?

The Department is seeking independent contractors only.

18. Exhibit A and B referenced in Attachment K, Contract, #3 are not a part of the information in the published RFP. Please forward copies.

Attachment K (Contract Template) is for reference only; will be utilized if awarded a contract and Exhibits A & B will be a part of the contract.

19. The RFP references an amendment. There is a form to sign but no explanation of what the amended rate schedule is. It states it is on Page 23 of the RFQ 2018 Home Study 001 however it doesn't reflect the change on page 23 of the RFP which is the second page of Attachment F. Please forward a copy of the amendment that concerns rate change.

No explanation was provided. The applicant should type the following in the designated area: "The Mississippi Department of Child Protection Services has modified the Home Study Services Contract Rate Schedule on Page 23 of RFQ No. 2018HOMESTUDY001."

20. On Page 8 the RFP under scope of services states that you must have experience in providing clinical services to children in foster care. LSW's do not provide clinical services. Could it be and or "have experience in working with foster children".

Yes. Applicants must have experience working with children in foster care.

21. On Page 9 the RFP states that you must have general liability and employee fidelity insurance. If you are a single employee LLC, are you required to have general liability and employee fidelity insurance in addition to the professional liability insurance you have.

Response will be provided on 11/28/2017

22. If all of the above insurance is required to a single LLC employee what is the start date required (pending contract award). On professional liability and others can MDHS be added as additional insured once contract is secured.

Insurance should be provided with submitted application or provided prior to award of contract

23. On Page 12, does your experience need to be listed out in a narrative or can a resume including all experience be utilized for section 4.6 .1 Number 2?

Yes. Experience should be detailed in the narrative.

24. On Page 12, 4.6.1 Number 3, what type of verification would be acceptable by a single one employee LLC to verify personnel, equipment, facilities and financial resources available to perform services as this confusing to a single LLC that is not a company.

Provide any documentation/resources that ensures your ability to provide the requested services.

25. Can local MDCPS staff that you have worked with during your past experience in completing home studies be utilized as one of your professional references?

No. Current, MDCPS staff may not be used as references.

26. Is completed W-9 required to be submitted prior to contract award and if so where can it be obtained?

Completed W-9 should accompany submitted application.

27. RFQ indicates that you need two professional references however the application has a sheet for personal references as well. Are both professional and personal references required and if so how many of each?

Applicant should submit either two (2) professional, two (2) personal or one (1) personal and one (1) professional.

28. Page 32, under Method of Payment number 7, it has an open ended date that needs to be added that defines when the final invoice is to be submitted. What will the date be and will invoices need to be submitted monthly together for work done that month or as they are done individually throughout the month? What is the time frame for when invoices will be paid to independent contractors?

Attachment K (Contract Template) is for reference only; will be utilized if awarded a contract. This information will be completed at that time of award.

29. Does the entire RFP have to be typed in blue because the only way to keep the information from shifting in format is by using Adobe but it only will let you type in black (without changing format). Is this acceptable if we submit in black?

Applications should be typed in the font color of the applicant's choice.

30. What goes with Attachment M? The RFP stopped with a cover sheet but no information.

Nothing. See response to question #2.

31. This summer there were a couple of my coworkers who completed home studies for DHS. Later the format switched back to the DHS format. However, in order to be able to complete the home studies one had to have had the training. There was a two day training offered this summer. It's called the SAFE Home Studies

Please note that the department's name is MDCPS, not DHS.

MDCPS no longer uses the SAFE Home Study format. All independent contractors will be trained on and required to use the MDCPS home Study format.