



Amendment No. 1

Questions and Answers per RFP No. 2019CTCGROUPEMERGENCY001

1. Is there a limit on number of awards for each of the 4 services? **No.**
2. Attachment C – if the entity has no partnerships, should this attachment still be included? **Yes.**

If yes, how should it be completed? **Fill out attachment by indicating “N/A” where applicable. Attachment should be signed by authorized official.***

***Ensure that subcontractors, subrecipients, et al. will not be utilized at any time during period of performance to carry out services outlined in RFP if contract is awarded.**

3. 1.7 Additional Information: States "Questions and Answers will be issued as an amendment and proposers should acknowledge receipt of this amendment to the solicitation by signing and returning the amendment with the proposal by identifying the amendment number and date in the space provided for this purpose on Attachment E. To clarify, should the Proposer sign and submit BOTH the copy of the final amendment in addition to Attachment E or will just a signed Attachment E with the amendment number and date suffice?
A separate signed Attachment E with the corresponding amendment number for each amendment and date will suffice.
4. 1.8 Proprietary Information: Specifically how should the Proposer mark any and all pages of the proposal considered to be proprietary? Is a header of "Proprietary" on each page sufficient? **Mark each page with the word “Proprietary” as a header, footer, title, watermark or other manner to clearly identify the page(s) as proprietary.**

Is Attachment D for the reviewers and should it be completed and included in the Proposer's information? **Attachment D should be completed and included in the Proposer's proposal.**

5. Under Proposal Submission Requirements (page 22), one section is titled "Detailed description of past experience" - is this related to Section 4.1 #4 (page 22) "listing of three contracts under which services similar in scope, size or discipline were performed or undertaken including at least two (2) references for current contracts or those awarded during the past three (3) years. To further clarify, is this list of projects and related references is different than the Professional References on Attachment I? **The detailed description of past experience is related to Section 4.1 #4 (page 22). This list of projects and related references may be different in that additional past experience is not within the past three (3) years.**
6. Under 4.4.2 (page 24) #3b, a Project Management Plan is listed. What components should this plan include? **Components to be included in the Project Management Plan should be provided by the Proposer.**



Where in Section 4.2 Proposal Submission Requirements should this Plan be filed? [The Project Management Plan should be included in the detailed description of services.](#)

Is this the same as 4.5, 4.4.2 Proposal "include a description of major tasks and subtasks"? [Yes.](#)

7. Under 4.4.2 (page 24) #3f, scoring is considered on Proposer's record of satisfactory business ethics. Will this scoring come from only Attachments B and C? Does the Provider need to include any other information for this "very important" scoring? [Scoring will be based on the individual evaluator and may or may not be limited to Attachments B & C. It is recommended to include as much information regarding Proposer's record of satisfactory business ethics information in addition to completing and signing Attachments B & C.](#)

8. Section 4.5 (page 25) has several items to be included. Could you please cross reference these with Section 4.2 (page 22) as to where each of these should be included?

[Item 4.4.1 should be included at location specified in Section 4.2.](#)

[Item 4.4.2 should be included at location specified in Section 4.2.](#)

[Item 4.4.3 should be included at location specified in Section 4.2.](#)

[Item 4.4.4 should be included at location specified in Section 4.2.](#)

[Item 4.4.5 should be included at location specified in Section 4.2.](#)

[Item 4.4.6 should be included at location specified in Section 4.2.](#)

[Item 4.4.7 should be included following last item specified in Section 4.2.](#)

9. Will an agency with a lower proposed cost serving fewer children receive more evaluation points than an agency with a higher proposed cost serving more children? See attachment O

[The total cost indicated on the Proposal Cover Sheet and Proposal Form will be inserted into the Formula for Evaluating Cost. The lowest total cost will receive 35 points. It should be noted that final award will be made based on all requirements outlined in the RFP. It is recommended that a proposer include the maximum number of children it intends to serve during October 1, 2018 – June 30, 2019.](#)

10. What are the "above referenced budget categories" from attachment G, page 36? ["Above-referenced budget categories" refers to emergency shelter, group home, therapeutic care, therapeutic group home.](#)

11. Is section 4.1 (1) through (5) only pertinent if [REDACTED] should utilize a consultant in the writing of the RFP? I ask due to the fact that [REDACTED] does not plan to use a consultant, but write it ourselves. [Section 4.1 \(1\) through \(5\) is pertinent. Consultant refers to the Proposer.](#)



12. If indeed section 4.1 is only to be utilized should organizations utilize a consultant in the writing of the RFP, how should we indicate such within our RFP? (Should we indicate that we did not utilize a consultant on Attachment I, or leave this Attachment out of our submitted RFP? [See answer to question # 11.](#)

13. Within an emergency shelter placement, who is responsible for completing the BID? [The County of Responsibility Worker](#)
Is that document completed by CPS School Liaison and should be provided by CPS worker at intake? [The documentation should be completed by the CPS worker and provided at intake](#)

14. What is the process of contacting a CPS treatment investigator during placement disruptions? [The child worker will contact the treatment navigator](#)
How do providers locate the names, contact information for the investigator? [The child worker will have that information](#)

15. How is price a component of the evaluation procedure when funding is based on a per diem rate? Pricing based on per diem is typically not identified as competitive pricing. [Price is mandatory and evaluated in accordance with Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.](#)

16. On Page 10, the RFP states "Any provider offering therapeutic foster care or therapeutic group home services must also have a Certification by the Mississippi Department of Mental Health (DMH). For new applicants, DMH states that applications are only accepted in July and January. DMH also has reported that an orientation is required prior to application and the next orientation is November 13, 2018. When is the provider required to have this certification - at the time of proposal submission or prior to initiating services post award? [The providers should have certification complete within those 120 days. MDCPS and MDMH will collaborate to make every effort to ensure providers meet their deadline.](#)
If a proposer is awaiting the orientation in November 2018, may they still submit a proposal? [Yes. MDCPS and MDMH will collaborate to ensure new providers become certified and licensed.](#)

17. Admissions: #5 (page 10) states: "No child shall be rejected placement if a bed is available according to census and it is safe for the child in question and other children in the placement." Knowing that fit is critical to placement stability, is there an opportunity for Therapeutic Foster Parents to participate in a pre-placement with the child?" [If time permits, a pre-placement is recommended.](#)



Also, if Foster Parents do not want to take a placement due to issues other than safety (e.g.; personal issues, other temporary commitments, etc.) are they permitted to decline a placement and if so, is written justification to MDCPS still required? **Yes.**

18. Under General Requirements (page 11) #12, it states "in the event that the child runs away....the Providers shall immediately notify verbally and in writing....." Knowing that a caregiver might not know immediately if a child is just late for curfew, trying to "cool down" or has run away or other reason for absence, what is the standard timeframe when a child is considered a runaway (e.g.; 1 hour after curfew, etc.). This information will help Provider to respond immediately. **As soon as the provider has determined a child is a runaway, a report should be prepared immediately.**
19. Under General Requirements #12 (page 12): "in the event that the child runs away...the Providers shall immediately notify..." At times it is unclear that a child has runaway - they may be late for curfew or they may take a short walk for a "cool down". What is a standard expected timeframe that a child is gone when a caregiver should assume the child is a runaway and follow the protocol outlined here? **As soon as the provider has determined a child is a runaway, a report should be prepared immediately**
20. Under Program Requirements, is an initial Child and Family Strengths and Needs Assessment required for every placement or just the initial placement and updated for new placements? **An initial child and family strength and need assessment is required for every placement to include new placements.**
21. Under Program Requirements, would the Child and Adolescent Needs and Strengths Assessment (CANS) by Dr. John Lyons suffice or is there a standard form used? **Yes.**
22. Under Individualized Treatment Plans (page 17) (n) (i -iv), Provider is expected to integrate child into biological family whenever possible and safe. Are Providers able to develop Step Down, Community-Based services to support the youth seamlessly once they return to the biological family? **Determination will be made by the County of Responsibility Worker.**
23. Under Funding (page 20) #5(b), it states "if the temporary placement is within the provider's network, the provider shall not be able to receive reimbursement under this exception". Can this be clarified, specifically if a Provider finds respite within their foster care network will they be paid for those days of service? **We only reimburse for providers that are contracted through MDCPS to provide respite services. If a provider is not contracted to provide respite services, the provider must bear that expense.**
24. To estimate the annual cost of service: Should the Board payment be included in this total figure or should only costs above and beyond the Board payment be included? **The Board payment should be included in total cost.**



25. To estimate the annual cost of service: how many clients in a calendar year should a Proposer anticipate or should the Proposer suggest the number of youth they anticipate to serve? Proposer should include the maximum number of clients they intend to service during the period of October 1, 2018-June 30, 2019.
26. If the Proposer is to suggest the number of youth anticipated to serve, is there an opportunity for this number to increase in the event of ongoing contract renewals? The opportunity to increase the number of youth is dependent on funding availability.
27. Please provide the data on average number of youth served annually in Therapeutic Resource Homes by county for the past 3 years? 43-45 annually
28. RFP No. 2019CTCGROUPEMERGENCY001, Page 10, states that if the Provider is not yet licensed by MDCPS, proof of application may be submitted in conjunction with the response to the RFP and that if a contract is awarded, the Provider must be fully licensed by MCDPS within 120 days of the award date.
 - a. Where can we get a copy of the application so that it can be submitted prior to the proposal deadline? See attachment following questions and answers.
 - b. Assuming the licensure application is submitted prior to the submission of the response to the RFP, can licensure be completed in the 120 days? Yes.
29. RFP No. 2019CTCGROUPEMERGENCY001, Page 10, states that any Provider offering therapeutic foster care or therapeutic group home services must also have Certification by the Mississippi Department of Mental Health (DMH). The provider documents available at <http://www.dmh.ms.gov/provider-documents/> include a 2016 sample application noting that applications are only accepted in January and July.
 - a. Where can we get a copy of the current application, as opposed to the sample of the 2016 application available on the website? Contact MDMH
 - b. Can the DMH application process be accepted in August so that Providers not yet certified by DMH can become eligible to provide services? Contact MDMH
 - c. Assuming the certification application is submitted prior to the submission of the response to the RFP, can certification be completed in the 120 days? MDCPS and MDMH will collaborate to make every effort as it relates to new providers.
30. The MCDPS Section D Foster Care Policy dated September 11, 2017, Section VIII. Fiscal Aspects of Foster Care, contains a rate chart on page 135.
 - a. Are there updated rates for 2019, and if so, where are they located? No.
 - b. What are the administrative/provider rates? A minimum of \$45.00 a day for Therapeutic Foster Care parent.

MISSISSIPPI DEPARTMENT OF CHILD PROTECTION SERVICES

APPLICATION FOR A LICENSE

INITIAL APPLICATION

RENEWAL APPLICATION

Application is hereby made for a license to conduct or operate: Residential Child Caring Facility
 Child Placing Agency

Applicant _____
Name of Organization/Agency

Name and title of Director/Administrator – Social Security Number

Mailing Address _____
Street or Box No. City State Zip

Location if different _____
Street Address City State Zip

Telephone No. _____

I/We certify that all information submitted for this application is true and correct to the best of my/our knowledge. I/We understand that any misrepresentation of information shall be grounds for denial of this application.

If granted a License, I/We agree to abide by the provisions therein as set forth by the Mississippi Department of Child Protection Services.

Signed _____
Chairman of Board or Authorized Agent*

Title _____

Date _____

Address _____
Street

City State Zip

Telephone No. _____

Social Security No. _____

*Attach statement verifying that Authorized Agent has authority to submit application.