

**AMENDMENT #2
TO THE REQUEST FOR QUALIFICATIONS
FOR REGULAR GROUP HOME SERVICES
RFx #3150002800**

The following questions were posed regarding the four Requests for Qualifications for Congregate Care Services (RFx #3150002788, RFx #3150002789, RFx #31500027800, and RFx #31500027801):

Q1: Do you anticipate extending the bid due date?

A1: At this time, MDCPS does not anticipate extending the submission deadline for statements of qualifications; however, due to the COVID-19 pandemic, the deadline may be extended at the sole discretion of MDCPS.

Q2: What additional details are you willing to provide, if any, beyond what is stated in bid documents concerning how you will identify the winning bid?

A2: As stated in Section 4.4.1, Evaluation Factors, of the four Requests for Qualifications, “[a]wards shall be made to the responsive and responsible Offeror whose application is determined to be the most advantageous to the State, taking into consideration all the evaluation factors set forth in Section 4.4.1.” As stated in Section 2.6 of the four Requests for Qualifications, “MDCPS reserves the right to make multiple awards.”

Q3: Was this bid posted on the nationwide free bid notification website at www.mygovwatch.com?

A3: No. The four Requests for Qualifications were published in a statewide newspaper, on the Mississippi Contract/Opportunity Search Portal, and the MDCPS website in accordance with Mississippi State law and the Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.

Q4: Other than your own website, where was this bid posted?

A4: See A3.

Q5: You are asking for one original and 3 copies for each proposal. We are developing a proposal for 3 services. Because of the massive amount of paperwork to be submitted, we have always driven to Jackson to submit them in person. In the current climate, how would you like us to submit the proposals? If we were to drive to the state office to deliver them, will there be anyone there to accept them?

A5: As stated in Amendment #1 to the four Requests for Qualifications, MDCPS is allowing electronic submissions, including email submissions. Please refer to Amendment #1.

Q6: This pandemic has put an enormous strain on our administrative resources. Is there a reason we cannot renew the same contract for another year? I may be misinterpreting the following statement but this was found in the RFQ's issued July 25, 2018.

Request for Proposals

RFP No. 2019CTCGROUPEMERGENCY001

Issue Date: July 25, 2018

2.3 Term/

Renewal of Contracts

The term of the contract shall be for a period of nine (9) months. The contract may be renewed at the discretion of MDCPS upon written notice to the Independent Contractor at for a period of one (1) successive year under the same prices, terms, and conditions as in the original contract. The total number of renewal years permitted shall not exceed four (4). The renewal options shall end on June 30, 2023.

A6: The above was listed in the RFP for Congregate Care Services issued July 25, 2018; however, the current contracts were procured under emergency procedures and, per state law and applicable rules and regulations, may not exceed one year. As such, MDCPS is procuring these services under state law and the Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations.

Q7: It appears the Federal Government is extending social distancing until April 30th; will there be anyone at CPS to accept applications on April 22nd if MDCPS is still working remotely or will there be another method of delivery to be used?

A7: See A5.

Q8: If Attachment K does not apply, do we need to include it or should we write N/A and include?

A8: Yes. You will need to select "Not Applicable" and include it for the MDCPS procurement file.

Q9: On page 16 of the instructions you mention the MDCPS treatment navigator. We are not aware of this position. Who fills this position currently?

A9: The treatment navigators are chosen by the Therapeutic Placement Unit as the need arises.

Q10: I did not notice a Mandatory Pre Application Teleconference as was required last year. Please confirm.

A10: This is correct.

Q11: In light of COVID-19, do we need to mail all RFQ Binders to you instead of personally delivering?

A11: See A5.

Q12: Are there any additional protocols needing to be met during this time for submission? For example, do we also need to submit an electronic copy.

A12: See A5.

Q13: May the entire sealed Statement of Qualifications packet (Section 4.2, pages 23-24) be placed in a single binder with clear separations and labels distinguishing Identifying Information from Non-Identifying information? We are asking for clarity in how MDCPS would like organizations to submit Identifying vs. non-Identifying information. The instructions for 4.2 seem to indicate that they both forms of information (identifying and non-identifying) should be indexed in the same binder, typed, indexed, and divided; however the bold highlighted statement after the table of contents indicates they should be placed in different packages.

A13: Yes. Please include identifying and non-identifying information in the same packet.

Q14: May organizations use the organization's name, self-referencing itself in the statements related to the detailed approach to the management of the program, offer's plan to ensure that all requests are being met, documentation of experience in performing similar work by employees, etc. (all within the Identifying information section)?

A14: Management factors are not scored blindly. The technical factors listed in Section 4.4.1 are scored blindly.

Q15: Are organizations to provide a budget narrative in this RFQ? It was required in one last year. If we are to provide a budget narrative, where should it be located?

A15: Total contract values will be based on the MDCPS board rates multiplied the number of beds offered by the vendor. This applies to each type of Congregate Care facility. The vendor will need to submit a budget narrative in order for MDCPS to provide evidence the vendor is able to sustain operations. This is required by Rule 2.8 of the Licensure Requirements and Operations Standards for Congregate Care Providers.

Q16: Are organizations to provide a financial statement for the previous fiscal year (required separately last year), or will the description of the Offeror's financial position and cash flow (Section A) suffice?

A16: The specific financial information listed in Attachment A is all that is required in this instance.

Q17: Please provide more clarity on what is being requested on page 24, 4th point under Non-Identifying Information that states, “Description of quality control and assurance programs for employees”.

A17: This is referring to the vendor’s ability to control quality and assure employees are performing the services as required by the RFQs.

Q18: On page 47 (attachment I) in the Request for Qualifications for Regular Group Home Services it asks some questions about being registered with SAMS.GOV. and registration status and active exclusions.

A18: This question also applies to all four Requests for Qualifications for Congregate Care services and, as such, is being responded to in the general Q&A section of this Amendment #2.

Attachments I and J do not require the vendor to be registered with the Federal System for Award Management. The intent of these attachments is to have the respondent certify that they are not a federally debarred vendor.

Q19: In the past, the statement of qualifications was not allowed to have identifying information in it, but in section 4.1.1, part 1 says to include the name and location of our Home. So will this article now be placed in the separate packet labeled "exhibits"?

A19: This information is to be included in the management factors. See A14.

Q20: In part 6 of section 4.1.1, it asks for a "continuity of operations plan". Is this our emergency folder that includes bad weather, tornado, lockdown drills? And should we also include our plans for dealing with the situation we are in now with the Covid-19 virus? Or is this asking for something completely different?

A20: This is asking for what you described as your “emergency folder”. MDCPS needs to verify respondents are able to protect children placed in Congregate Care facilities will be taken care of in the event of natural disaster, man-made disaster, pandemic, etc.

Q21: In attachment N, parts 3 & 4, how do we determine the maximum allowable fee from CPS? and do we need to include a budget? or a budget narrative?

A21: See A15.

Q22: In section 4.2, the 4th item in the list is a request for a "completed and signed Acknowledgement of Amendment Form", However, there is no such form in the packet this year. What do I do for this requirement?

A22: Vendors are required to acknowledge amendments by signing the amendment and submitting it with their statement of qualifications packet.

Q23: On page 22 of the rfq, it states, that for the ease of handling, the Statements of Qualifications should be in a particular order...identifying information and then non-identifying information but under the non-identifying information is resumes. Employee resumes would be identifying information, so I wasn't clear where this is supposed to go or whether this item was actually job descriptions rather than specific people's resumes?

A23: Resumes will fall under management factors. See A14.

Q24: The requirements in 4.1.1 are not included in the order-where are these supposed to be put?

A24: These should be included in the management factors.

Q25: If we email this, you will immediately know who it is coming from, and the identifying documents will also be included. So, how is there to be a distinction between the non-identifying documents and the identifying documents on your end? Are we to submit the identifying documents in a separate attachment from the non-identifying documents?

A25: I will not be serving on the evaluation team. Once the statement of qualifications is received, I will assign a number to each vendor. The evaluation team will only know the assigned number of the vendor they are evaluating – not the name.

Q26: Is the information listed in section 4.1.1 (1-6) [page 23] in addition to the information requested in the Table of Contents in section 4.2 [page 23]? If we are to include the information in 4.1.1 in the table of contents, where should we include it?

A26: See A24.

Q27: On Page 23 of the RFQ under 4.1.1, I just would love a little more clarification on those items and how they apply to the RFQ Submission.

A27: These are required by the Public Procurement Review Board Office of Personal Service Contract Review to be included in Requests for Proposals and Requests for Qualifications. This information should be included in the Management Factors listed under Section 4.4.1.

Q28: Are the items listed in Statements of Qualifications 4.1.1 further ensuring that the submission requirements (4.2) include those details? For Example, is 4.1.1 - 5) the same as 4.2 - Non-identifying information -bullet 2? Or do I need to have a separate section in the binder. One that reflects the items written in 4.1.1 and another section that reflects 4.2?

A28: These will be included in the management factors.

Q29: The MAGIC web site was not responding last week. Is a MAGIC number required before the RFQ is submitted, or only if a contract is awarded?

- A29: A MAGIC vendor ID will be required if a contract is awarded. This must be obtained prior to May 5, 2020, but is not required before the statement of qualifications is submitted. There is no fee for obtaining a MAGIC vendor ID.
- Q30: Clarification on the separation of Identifying and Non-Identifying information. Now that the submission will be electronic, how should the packets be separated?
- A30: If submitting electronically, this information should be separated as it would be if a vendor were to submit via postal or hand mail.
- Q31: Does the CEO have to be the official representative signature on all documents or can the CEO designate the authority to a representative to sign?
- A31: This depends on your organization's internal procedures. If the CEO designates a person as the official representative, that will suffice.
- Q32: The addendum regarding electronic filing limits non-identifiable responses to 5 pages. Is that 5 pages for each item or 5 pages total?
- A32: Five (5) pages in total.
- Q33: Can the letter of intent be an email with all the required information?
- A33: For uniformity in the procurement process, the letter of intent should be sent using Attachment L; however, considering the COVID-19 pandemic, it is reasonable to assume many vendors will not have timely access to scanners or the software required to edit a PDF document. In light of that, MDCPS will accept an email stating intent as long as all information required in Attachment L is contained therein. Such emails must be sent to noah.gibson@mdcps.ms.gov.
- Q34: Where within the Table of Contents should we place, "Resume" listing abilities, qualifications and experience of all individuals who will be assigned to provide the required services"? The RFQ has this currently listed under "Non-Identifying Information" but resumes are clearly identifiable.
- A34: Resumes will fall under management factors.
- Q35: Are there any margin requirements for Amendment #1
- A35: Normal margins are preferred, but Narrow margins may be used if needed to include all pertinent information.
- Q36: Attachment A- bottom of page 2 requests proof of financial solvency. I see no other request for financial information, so where do we submit financial information and what is required?

A36: See A16.

Q37: Are resumes to be included in the identifiable information section or the un-identifiable section? It appears to be backwards because resumes would clearly identify which agency was submitting the RFQ.

A37: See A34.

Q38: Will there be any new providers selected for either an emergency shelter or therapeutic group home that have not previously submitted an RFQ?

A38: This question also applies to all four Requests for Qualifications for Congregate Care services and, as such, is being responded to in the general Q&A section of this Amendment #2.

We do not know how many vendors will respond to the solicitation; however, MDCPS anticipates making multiple awards to responsive and responsible vendors in order to maximize the amount of beds available to take in children and vulnerable individuals under the custody of MDCPS. We do not know how many vendors will respond to the solicitation

Q39: May facilities who currently operate Therapeutic Group Homes request approval for additional homes to be able to serve more children?

A39: This question also applies to all four Requests for Qualifications for Congregate Care services and, as such, is being responded to in the general Q&A section of this Amendment #2.

MDCPS is seeking to establish contracts for as many placements as possible. Refer to A38.

Respondents shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the response. The acknowledgment must be received by MDCPS by the response submission deadline.

Name/Title: _____

Signature/Date: _____