

## Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.

**Instructions:** Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	J. Vendors may submit multiple bid	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1	Page 12, section 2.1 last graph	DCFS does not guarantee referrals	Should we designate male or female clients?	You may, but this is not required.
2			If we are already housing clients in QRTP who would like to participate can they be referred to our program, even though they are not from the county we are in?	Yes, if there are youth who upon turning 18 or thereafter no longer need a QRTP level of care and would like to participate in Supervised Independent Living, then they may be referred to the Supervised Independent Living Program even if they are not from the county the contractor is in.
3	Page 13, 2.3 Residential Setting	on-site staff	Is this 24 hour staff or just 8-5 Monday through Friday staff?	For Level 2, there must be onsite staff who reside on the property or shift staff to ensure 24/7 coverage. This may be support level staff, not necessarily the case manager.
4	Page 14-17, section 2.3, C	Level 1 supervised Independent Living Column	Can you clarify if all items listed in this column are requirements, regardless of the model that the provider uses? For example, if a provider wishes to propose a model that has proven outcomes related to housing stability and other domains, but does not include some of the components listed in this column, would that model be considered?	The items listed in the Level 1 Supervised Independent Living column are meant to be requirements. However, if an assessment is conducted and it is determined and documented that a young person already has the appropriate level of skill to meet basic needs described in this column, then it is possible for the provider to waive the requirements in the Level 1 Supervised Independent Living Column. However, DCFS would have final approval of any such exceptions. The items listed in this column are the minimum. If a provider wished to go beyond the items listed in this column by, for example, using a specific model related to housing stability, that would be acceptable.
5	Page 13, section 2.3, "Apartment Setting"	Up to two (2) youths may be placed in an individual apartment unit. Bedrooms within an individual apartment unit must be for one (1) individual only (i.e., no shared sleeping arrangements are allowed).	Can exceptions be made to these requirements for housing if a young person lives with a boyfriend/girlfriend or situations where a roommate would share a room with multiple beds? Would these requirements still be in place for young people who are parents who are cohabitating with their significant others?	Two young people could be placed in the same bedroom if they are parenting their child together/the family is living together.
6	Page 13, section 2.3, "Apartment Setting"	Must be located in neighborhoods that are not considered high-crime areas. DCFS must have approval of the location of the apartment(s).	Could you please provide additional information on how a "high-crime area" is determined?	We expect contractors to know their local communities but DCFS will visit with local law enforcement and review applicable data as needed if there are concerns.

7	Page 14-17, section 2.3, C	Level 1 supervised Independent Living Column	Can the provider be given flexibility to assess and determine the exact needs of each young person, and deliver services accordingly (i.e. if a young person already has the appropriate level of skill to meet basic needs such as going to the grocery store, doing laundry, and cooking meals, could the provider waive the requirements of doing these activities with them, and instead focus only on the areas where they need to build additional independent living skills, such as obtaining a job, applying for school, etc.?)	If an assessment is conducted and it is determined and documented that a young person already has the appropriate level of skill to meet basic needs such as the examples provided in this question, then it is possible for the provider to waive the requirements in the Level 1 Supervised Independent Living Column. However, DCFS would have final approval of any such exceptions. Part of the reason for the activities is not only to ensure that the youth has that level of skill but as another way to build rapport with the SIL case manager.
8	Page 18, section 2.5, G	"The following persons associated with the contract shall have a fingerprint-based criminal background check performed by the Federal Bureau of Investigation in compliance with federal law and regulations: Employees having direct and unsupervised contact with children, All other employees (even if not in direct-care staff position), and volunteers, mentors, sponsors, and student interns having direct and unsupervised contact with children if they have not lived in Arkansas continuously for the past five (5) years."	We currently process federal background checks using Child Welfare Licensing Agency (DCCEC) forms. Would this suffice or is there a different agency form we would need to use to process federal background checks?	The same DCCECE forms would be used.
9	Page 13, section 2.3, A	In Section 2.3A on page 13 of the Request for Proposal, it states "Up to two (2) youths may be placed in an individual apartment unit. Bedrooms within an individual apartment unit must be for one (1) individual only (i.e. no shared sleeping arrangements are allowed)" in the Apartment Setting description and "Bedrooms must be for (1) individual only." in the Shared Housing Setting	If each youth is provided his or her own bedroom, can DCFS youth (Level 1 and Level 2) be placed with non-DCFS youth in housing (apartment or shared housing settings)? Additionally, can DCFS youth (Level 1 and Level 2) be placed with other DCFS youth who are not participants in the Supervised Independent Living Program (apartment or shared housing settings)? If so, what requirements are applicable? (ex. background checks, age requirements, etc)	If each youth is provided his or her own bedroom, DCFS youth Level 1 youth only may be placed with non-DCFS youth in housing on a case by case basis and with DCFS approval. DCFS youth (Level 1 and Level 2) may be placed with other DCFS youth who are not participants in the Supervised Independent Living Program on a case by case basis and with DCFS approval. Requirements would include that the other youth be between the ages of 18-22 and, if not participating in the Extended Foster Care Program, then Child Maltreatment Central Registry and Arkansas State Police Criminal Background Checks would be required.
10	Page 23, section 4.1, F	"Selected Contractor must be registered to receive payment and future Bid Solicitation notifications. Contractor may register on-line at <a href="https://www.ark.org/contractor/index.html">https://www.ark.org/contractor/index.html</a> "	This link does not work. Is there another way to access the registration? Additionally, are agencies requested to register as a contractor before bid submission or after receiving an award?	<a href="https://www.ark.org/vendor/index.html">Must be registered before contract start date. Correct link: https://www.ark.org/vendor/index.html</a>
11	Page 12, section 2.1	"DCFS does not guarantee any minimum level of utilization or specific number of referrals. Actual utilizations will vary according to the needs of DCFS, individual clients, and DCFS budgetary allocations. A referral for services will be made that best meets the young adult's needs. Actual referral is at the discretion of DCFS."	Does DCFS have an estimate of how many total beds they plan to contract for in Pulaski County, acknowledging that this number is an estimate and does not guarantee any minimum level of utilization or specific number of referrals?	The Division developed a general estimate of approximately 40 beds statewide that would be split between counties. However, this is, once again, a very general estimate. The final number of beds awarded will be dependent on the amount of the daily rate bids received and the number of providers/counties that bid. There is no guarantee that 40 beds will be awarded.

12	Page 12, section 2.1	"DCFS does not guarantee any minimum level of utilization or specific number of referrals. Actual utilizations will vary according to the needs of DCFS, individual clients, and DCFS budgetary allocations. A referral for services will be made that best meets the young adult's needs. Actual referral is at the discretion of DCFS."	Does DCFS have an estimate of how many total beds they plan to contract for in Pulaski County, acknowledging that this number is an estimate and does not guarantee any minimum level of utilization or specific number of referrals?	Please see response to Question 11.
13	Page 12, section 2.2, A	Vendor shall obtain a Transitional Living Residential License from Child Welfare Agency Review Board	Does this program replace the current TLC program?	This is a brand new program. It is not replacing any other program for DCFS.
14	Page13, section 2.3, A	Smoking and the use of other tobacco products shall be discouraged but not prohibited unless youth is pregnant or parenting	Should smoking still be allowed if it is illegal in the state of Arkansas for persons under the age of 21?	Please see addendum.
15	Page13, section 2.3, A	Smoking and the use of other tobacco products shall be discouraged but not prohibited unless youth is pregnant or parenting	If we are a smoke free campus, we will be able to maintain our campus rule?	Yes, campus rules in regards to a smoke-free campus may be maintained. Please see addendum.
16	Page 14, section 2.3, B, #5	Provide young adults a monthly stipend of four hundred dollars (\$400)	Should we assume the \$400 stipend needs to be incorporated with the proposed rate or is it something separate?	The \$400 stipend needs to be incorporated with the proposed rate.
17	Page 14, section 2.3, B, #10	Ensure all management and direct care staff complete Critical Ongoing Resource Family Education... DCFS will provide access to the training materials...	Is there a cost associated with CORE training on the part of the contractor?	The contractor must designate someone on staff or otherwise subcontracted to provide the CORE Curriculum to other staff but, outside of that, there is not a cost associated with CORE.
18	Page 14, section 2.3, B, #11	Ensure all management and direct care staff complete Critical Ongoing Resource Family Education... DCFS will provide access to the training materials...	Will DCFS cover any costs associated with the CORE training as well as providing the materials?	The contractor must designate someone on staff or otherwise subcontracted to provide the CORE Curriculum to other staff but, outside of that, there is not a cost associated with CORE. The training materials are accessible online for free.
19	Page 13, section 2.3, A	Apartment Setting (Level 1 or 2) A residence with kitchen and bathroom facilities and generally located in a building occupied by more than one household.	Could a level 1 person reside on residential congregate care campus if they were in an apartment in an apartment building?	Yes, a Level 1 person could reside on a residential congregate care campus if they were in an apartment in an apartment building.
20	Page 2, section 1.1	Please indicate the counties in which you wish to preform the services on the check-off form included in the Response Packet	Is this indicating what county we are located in or what counties we will take referrals from?	This is indicating the county in which the apartment, house, etc. would be located. Referrals could come from anywhere in the state.
21	Page 2, section 1.1	Please indicate the counties in which you wish to preform the services on the check-off form included in the Response Packet	If we are physically located in the selected county, are we able to receive referrals from any county in the state?	Yes, if you are physically located in the selected county, you are still able to receive referrals from any county in the state.

22	Page 2, section 1.1	Please indicate the counties in which you wish to preform the services on the check-off form included in the Response Packet	Does an agency have to have a physical building within one of the designated counties in order to provide services to that county?	The agency has to have some form of residence in at least one of the designated counties as outlined in the RFP in which the youth referred to the program would reside. Administrative offices may be located outside one of the designated counties as long as the residence for youth is in at least one of the designated counties.
23	Page 2, section 1.1	SIL Level 1 Program	How does this RFQ differ from the current program provided that provides DCFS Independent Living Sponsors?	This RFP provides case management services to the youth in addition to the case management services the youth will receive from his or her assigned DCFS Family Service Worker and other DCFS staff. Youth referred to and accepted into the program described in the RFP will not have DCFS Independent Living Sponsors.
24	Page 12, Section 2.1	Transitional Living Residential Licensing Standards indicate only 4 per living quarters.	Will 4 be considered the max allowed in a SIL Shared Housing Setting?	Yes, four will be considered the max allowed in an SIL Shared Housing Setting.
25	Page 17, Section 2.4 A	Young adults who are not eligible for referral include those who are: diagnosed as Intellectually Disabled.	What type of assessment will be used to determine Intellectually Disabled criteria? Will residents be referred while waiting on this process?	DCFS will make this assessment prior to referral in consultation with medical and mental health providers. Youth will not referred to SIL while awaiting a diagnosis.
26	Page 6, Section 1.14	Contractor shall submit a daily rate and rate justification. The rate shall include all activiites associated with the services dscribed in the RFQ	Can you clarify more as to what activities you are referring to and will there be any type of guide as to what is reasonable and expected?	Please see requirements listed in Section 2.3 C for SIL Level 1 and SIL Level 2 services.
27	page 12, Section 2.2	Vendor shall obtain a Transitional Living Residential License.	Will the contractor be required to have this license before applying for the RFQ, or can they be in the process? Is there a deadline this will need to be completed?	The contractor may be in the process of applying for the license. The preferred deadline to obtain the license is July 1, 2020 but, as long as the contractor has submitted the application for the license by May 15, 2020, then DCFS is willing to negotiate on the date the contractor actually receives the license as long as the start-up period waiting for licensure does not exceed ninety (90) days from the contract start date.
28	page 12, Section 2.1	DCFS does not guarantee any minimal level of utilization of specific number of referrals?	Can you clarify more specifically what this means? Will there be a number of beds approved similar to other DCFS contracts?	There will be a number of beds approved similar to other DCFS contracts. However, DCFS cannot guarantee that those approved beds will always be full. Not only does the Division have to refer appropriate youth to the beds, but the youth has to be in agreement with participating in the program.
29	page 12, Section 2.1	SIL young adults me allowed to elave for employment, education, social and other activities (including employment)	Who will be responsible for transportation and activity expenses if the young adult is unemployed?	If activities are associated with leadership development or other school-related activities, there are some Chafee funds provided by DCFS that can assist as far as registration fees, etc. In addition, each youth will have an approved budget developed with DCFS staff and the provider that may include, as funds allow, a limited amount for entertainment/social expenses. Please see response to Question #64 for further information on transportation.
30	Page 13, Section 2.3	Contractor shall embed a Postitive Youth Development Approach	Will there be an evidence based approach identified or provided?	For more information, see Jim Casey Youth Opportunity Initiative (2011). The Adolescent Brain: New Research and Its Implications for Young People Transitioning from Foster Care

31	Page 14, Section 2.3 (B-10)	Ensure all mgmt. and staff complete CORE training.	Will the "In-House Trainer" be provided any training or will this all be self-guided?	All CORE Training Materials are accessible for free online. DCFS will provide access to this information to awarded contractors. There is no stand-alone Training of the Trainer for CORE, though. The designated trainer must teach him or herself using the CORE materials accessed online.
32	Page 17, Section 2.4 D	Contractor shall conduct a survey with the youth at 6 month, 1 year and 2 year intervals	Will there be any penalty for not completing these surveys if young adult cannot be located or refuses to participate?	No, but provider must document at least three (3) attempts to try and locate the youth.
33	Attachment E: Pro Forma	N/A	Some questions seem directed at the agency and others at the vendor. Which questions specifically does the bidding agency need to answer?	Do not complete form. For your information only.
34	Response Packet, Information for Evaluation pg 6 E.1 through E.4	N/A	Is there a page, character, or word limit for each answer? If a bidder's response does not fit into the fillable form, how should this information be included with the response packet?	No limit. Can create a separate section/document in your response to answer questions.
35	Response Packet, Information for Evaluation pg 6 E.1 through E.4	N/A	Is the bidding agency only required to respond to each item in the Information for Evaluation section of the Response Packet as part of the written Technical Proposal?	Yes.
36	RFP Bid Solicitation (Page 18, Section 2.5, A) / Response Packet, (pg 6, Information for Evaluation, E.4.A.)	For verification purposes, bidder must submit diplomas and resumes reflecting the work experience described above. / Identify key personnel (e.g. contract administrator. Case managers) that will work under this contract. Provide resumes that describe and detail the credentials, experience and qualifications for each individual relating to the requirements of the RFP.	If some key positions have not yet been filled, can we provide a job description of the position in lieu of a resume and diploma?	Yes.
37	Bid Price Sheet	N/A	There is not an area for line items on the Bid Pricing Sheet. Do we need to provide line items or only the overall proposed rate?	See Section 1.4(A) of the RFP.
38	Response Packet, (p. 6, E.2C)	Please state the physical address of the bidder's proposed dwellings. Section 2.3A	If an agency intends to bid on several counties, should all addresses for all county sites be included in a single technical response packet, or should a separate technical response packet be completed for each county?	If the proposed bid amount/technical response will be the same for all counties, then all of the addresses can be included in a single technical packet. If there will be different bid amounts/technical responses for each county, then a separate technical response packet should be completed for each county.
39	RFP Bid Solicitation: Minimum Requirements (p. 12, 2.2A)	Providers who already have the required license must provide copies at the time of bid.	If an agency does not yet have a Transitional Living Residential License from the CWARB via the DCCECE but is in the process of obtaining one, can they provide documentation supporting this at the time of submission to temporarily satisfy this requirement? Can we provide a plan for becoming licensed?	Yes, the bidder can be in the process of obtaining the Transitional Living Residential License. A plan for becoming licensed may be submitted as long as the plan includes a date for becoming licensed by or before July 1, 2020. However, as long as a contractor has submitted an application for the license by or before May 15, 2020, then DCFS is willing to negotiate on the date the actual license is issued as long as this start-up period waiting for licensure does not exceed ninety (90) days from the contract start date.
40	RFP Bid Solicitation: 1.3 Type of Contract (p. 2, 1.3A)	The anticipated start date of the contract is July 1, 2020.	The contract start date is July 1, 2020; is there a start-up period allowed for this contract, and if so, what is the allowable duration for start-up?	A start-up period not to exceed ninety (90) days from the contract start date is permissible with approval from DCFS.

41	RFP Bid solicitation: 1.14 Pricing (p. 6, 1.14B)	Contractor(s) shall include all pricing on the Official Bid Price Sheet. The Official Bid Price Sheet is provided as separate file posted with Bid Solicitation.	If an agency intends to bid on several counties, should an Official Bid Price Sheet be submitted for each county, or should one Official Bid Price Sheet include pricing for all counties/sites?	If the proposed bid amount and technical approach will be the same for all counties, then one Official Bid Price Sheet/Response Packet may be submitted and include pricing/technical approach for all counties/sites. If there will be different bid amounts and/or technical responses for each county, then a separate Official Bid Price Sheet and Response Packet will need to be completed for each county.
42	RFP Bid Solicitation: 2.1 Introduction (p. 12, 2.1, para. 4; 2.4B)	DCFS does not guarantee any minimum level of utilization or specific number of referrals. Actual utilization will vary according to the needs of DCFS, individual clients, and DCFS budgetary allocations. A referral for services will be made that best meets the young adult's needs. Actual referral is at the discretion of DCFS.	While DCFS does not guarantee any minimum number of referrals, does the state currently have an anticipated number of referrals per county for this program based on current needs? Are any projections available for the number of youth to be served by this program?	The Division developed a very general estimate of initially serving approximately 40 youth statewide. However, this is, once again, a very general estimate. The final number of beds awarded will be dependent on the amount of the daily rate bids received and the number of providers/counties that bid. At this point in time, there is no guarantee that 40 beds will be awarded.
43	Response Packet, Information for Evaluation pg 6 E.1 through E.4	N/A	Can the Information for Evaluation section of the Response Packet be attached as a separate document or included as a word document within the Packet or do we have to include all information in the expanded sections in the pdf document provided?	See Answer to #34
44	Attachment D, pg 1	The contractor certifies the funds, property, goods, or services listed in this section will be used to meet the match requirements of this agreement.	What are the matching requirements for this bid?	This is standard language in this document. There are no matching requirements for this bid.
45	RFP 2.5 A / Response Packet, (p. 6, E.24A)	For verification purposes, bidder must submit diplomas and resumes reflecting the work experience described above.  A. Identify key personnel (e.g., contract administrator, case managers) that will work under this contract. Provide resumes that describe and detail the credentials, experience and qualifications for each individual relating to the requirements of this RFP.Section 2.5A	Do we need to submit both resumes and diplomas or only resumes? Can they be provided as an attachment?	Please submit copies of both resumes and diplomas or, in lieu of diplomas, a transcript showing degree conferred is acceptable. They can be provided as attachments.
46	Response Packet top left hand corner, RFP front page, Proposed Subcontractors Form top left hand corner, Attachment E Pro Forma Contract pg q	RFQ Response Packet, Request for Proposal Bid Solicitation Document, RFP Response Packet, Check one appropriate box for the method of procurement for this contract.	Some documents are labeled as RFQ and others as RFP. Is this bid considered a Request for Qualifications or a Request for Proposal? Which box should we check on Attachment E for method of procurement?	RFP. See Answer to #33
47	RFP, pg. 4/ 2.3.5	Provide young adults a monthly stipend of \$400	Does the vendor provide this stipend or will they be reimbursed? Should this monthly stipend be included in our proposed budget?	This monthly stipend should be included in the proposed budget.
48	RFP section 2.4D, p. 17	The contractor shall conduct a survey (format to be determined by DCFS) with the youth six (6) months post discharge from the program, one (1) year post discharge from the program, and two (2) years post discharge from the program.	Is DCFS developing this survey? Is so has it been developed and does DCFS have a sample of the survey?	DCFS has not developed this survey. DCFS would like each provider to develop its own survey with DCFS having final approval and most likely standardizing certain questions across providers.
49	Questions and Answers v2 pg 6, section 1.14A	Daily rate and rate justification	Do we need to submit a daily rate for each level of SIL Levels (Level 1 and/or 2)?	If the bidder is bidding for both Levels 1 and 2, then, yes, a daily rate would need to be submitted for both Level 1 and Level 2. If a bidder is not submitting a proposal for both levels, it may submit a proposal and price for a single level. See Updated Price Sheet

50	pg 6, section 1.14A	Daily rate and rate justification	Do we need to submit a daily rate for each setting - Apartment, Shared House and Residential?	If the bidder proposes more than one setting, then, yes, a daily rate would need to be submitted for each setting. See Updated Price Sheet. If bidder is proposing only one setting, it may submit a proposal and price for a single setting.
51	pg 13, section 2.3, B, 2	Transportation for residents	Can we use a private fleet or do we need to have a secured transportation?	Either is acceptable.
52	pg 13, section 2.3, B, 2	Transportation for residents	Is there a mileage reimbursement guideline?	\$0.42/mile but there will not be direct mileage reimbursement for contractor's staff. If the contractor will reimburse his or her staff for mileage, this needs to be part of the proposed bid/daily rate. Please see response to Question #53 for more information about transportation of youth in the program.
53	pg 13, section 2.3, B, 2	Transportation for residents	What is the requirement for resident transportation?	DCFS staff will be responsible for transportation to staffings and court, but the provider is expected to collaborate with DCFS on those transportation arrangements in terms of establishing and confirming pick-up times, etc. particularly for Level 2 youth. Beyond that, the provider will need to work in collaboration with DCFS on a variety of strategies to ensure adequate transportation for each youth in the program to school, work, etc. For example, some youth in Level 1 in particular may have their own vehicles so a portion of the youth's monthly stipend may be for gas money as outlined in the youth's specific budget (youth can also apply for the DCFS car insurance reimbursement program to assist with that expense). If the provider wants to recruit volunteers who are then approved through the DCFS Volunteer Program, the volunteer may be reimbursed for his/her mileage at 0.42/mile provided all required documentation is submitted. DCFS can also purchase bus passes and/or bikes for youth in Extended Foster Care (outside of the monthly stipend the youth receives from the contractor) if that would be an appropriate form of transportation for a particular community and for a specific youth, recognizing the provider may still have to transport via automobile in lieu of a youth riding his/her bike during inclement weather. DCFS is also willing to explore other alternate transportation plans depending on specific situations and youth such as taxi, Uber, etc or carpool options with a youth's classmates or co-workers, as applicable. Some providers may still need to transport youth to job, school, etc. if within a reasonable radius from provider location.
54	pg 13, section 2.3, B, 5	Monthly stipend for each young adult	Are there document requirements for pay out of monthly stipend?	The provider is expected to maintain documentation for pay out of the monthly stipend.
55	pg 17, section 2.4, D	Billing DCFS for cost of youth to complete survey	How should the state be charged for the price of the survey if completed by the youth?	This estimated amount should be included in the budgeted costs submitted as part of pricing.
56	N/A	N/A	What are the monthly reporting cost reports that need to be submitted?	No reference cited. All awarded contractors will bill DCFS through the Provider Invoice Entry (PIE) system.
57	N/A	N/A	Is there a data system for Quality Assurance required by the state?	No.

58	N/A	N/A	Will the state provide a transitional living form/ does the state have a transitional living form? Can we be provided with a copy?	Yes, the state will provide an Extended Foster Care Agreement form to which contractors will have access. This form includes the minimal requirements for participation in the Extended Foster Care Program: youth is either enrolled in school, working at least 80 hours per month, enrolled in a program designed to remove barriers to employment (e.g., Job Corps), or has a medical condition that would prevent participation in any of the aforementioned Extended Foster Care Program activities.
59	RFP, pg 17, Section 2.4.A	DCFS will coordinate with the contractor on referrals of eligible young adults	Will only youth who enter into extended foster care qualify for the program, or can youth re-enter into foster care for the program?	Youth must be in the Extended Foster Care Program in order to be referred to a SIL setting. However, this may include those youth who left foster care, but then requested and were approved to return under the court's jurisdiction/into the Extended Foster Care Program.
60	RFP, pg 17, Section 2.4.A	DCFS will coordinate with the contractor on referrals of eligible young adults	Do youth have to sign an extended foster agreement prior to aging out of foster care?	If youth wish to stay in the Extended Foster Care Program, yes, they sign an Extended Foster Care Agreement.
61	RFP, pg 12, Section 2.2.A	Vendor shall obtain a Transitional Living Residential License from the Child Welfare Agency Review Board(CWARB) via the Department of Human Services' Division of Child Care and Early Childhood Education (DCCECE) Placement and Residential Licensing Unit (PRLU) and follow all associated Child Welfare Agency Review Board (CWARB) Minimum Licensing Standards applicable to a Transitional Living Residential License. Vendor shall collaborate with DCFS and DCCECE PRLU regarding any needed alternative compliance requests to the CWARB in regards to the Transitional Living Residential License	My understanding is that a Transitional Living residential license would indicate we have a physical site needing to be licensed but if we do level 1, we may not need to have the residential license for apartments, etc. Do only Level 2 SIL need a Transitional Living residential license?	A Transitional Living Residential License will be needed for both Level 1 and Level 2.
62	RFP pg 12 Section 2.1	Utilize a personal bank account through an accredited financial institution to maintain their own personal funds;	Will our staff have to co-sign a bank account for the youth we serve in independent living.	No.
63	RFP pg 17 Section 2.4 C	The contractor shall submit quarterly progress evaluations to the identified DCFS Program Manager or other staff as well as an annual summary document noting youth outcomes	Is there an established format for the quarterly progress evaluation? Is this an established format for the annual summary document?	There is not an established format for the quarterly evaluation or annual summary documents at this point in time. However, it is anticipated that over time the Division will, based on the quarterly evaluations and annual summaries received, work to standardize those documents across providers.
64	RFP pg 14 Section 2.3, B 3	Assigned a specific caseworker to each youth in the SIL program who is responsible for casework services according to the case plan in collaboration with the youth's DCFS Family Service Worker (FSW)	Does the contractor utilize the state case plan format or develop one of our own? Could the contractor develop a robust transitional/case plan that is combined?	Youth referred to the SIL settings will continue to have a standard DCFS case plan and the SIL case manager will be expected to work in collaboration with the DCFS case worker on those DCFS case plan goals and activities. However, the SIL provider may also develop its own case plan that complements the DCFS case plan / develop a robust transitional/case plan that is combined.
65	RFP pg 17 section 2.3 C	Provide a monthly summary of activities conducted with the youth	Is there an established format for this monthly summary?	Not currently, but it is expected that over time the Division will request all contractors to standardize their monthly summaries.
66	RFP pg 14 section 2.2.C	case managers shall....	Will the state provide a court report or will the provider be writing the court report ?	The provider will not write any court reports. However, case managers will need to be prepared to testify in court as needed by DCFS or as requested by other parties to the case such as the youth's attorney ad litem.
67	RFP pg 14 section 2.2 B.1-	Ensure all management and direct care staff complete CORE teen training ...DCFS will provide access to the training materials, but the contractor must designate an in-house trainer or otherwise arrange for a trainer to facilitate this training for other staff	CORE training, what are the qualifications to train other staff in CORE?	There are no degree requirements for training other staff in CORE but at least one year's experience in training, teaching, or group facilitation is preferred.



68	Page 2, section 1.1	"some wrap-around supports"	Can you define expectations for these wrap around supports?	Please see requirements listed in Section 2.3 C for SIL Level 1 and SIL Level 2 services.
69	Page 12, section 2.3, A	"case management and/or other support staff must be on site to provide support for SIL level 2 youth"	What is the definition of onsite interms of staff presence? Is this 24/7 on-site presence or staff who also live at the facility (but may not be present 24/7), or just regular hours on staff on-site each day or certain days each week?	The definition is onsite staff who live and work on the same property (or using shift staff for 24/7 coverage is also permissible for Level 2 support staff) for the majority of the time. We recognize that staff who reside full-time on the property cannot literally be present 24/7 and may occasionally need to leave the property for short periods of time for any number of professional (e.g., transporting youth) or personal reasons. However, the youth will still need to be able to contact these staff by phone/text as needed when they are off-site if there will not be 24/7 coverage via shift staff. If staff will reside on campus full-time, the majority of their time will need to be on the property and, when on leave, the contractor will be responsible for developing a coverage plan.
70	Page 12, section 2.3, A	"Smoking and use of other tobacco products shall be discouraged but not prohibited"	While not prohibited overall, is there any issue with prohibiting smoking within the building of a shared home or residential setting?	There are no issues with prohibiting smoking within the building of a shared home or residential setting. Please see addendum.
71	Page 12, section 2.3, A	"Smoking and use of other tobacco products shall be discouraged but not prohibited"	Is there an issue of compliance with State law with regard to the mimum age of 21 for smoking (excepting those 19 or older by 12/31/2019)?	Please see addendum.
72	Page 12, section 2.3, A	If participating you is the parent of a child living in his/her care, that parent shall have current CPR/first aid trainingand an approved child care plan	Who is required to provide the CPR/first aid training?	CPR/First Aid must be provided by a certified trainer associated with the American Heart Association, the American Red Cross, the National Safety Council, the Health and Safety Institute, or EMS Safety Services.
73	Page 12, section 2.3, A	If participating you is the parent of a child living in his/her care, that parent shall have current CPR/first aid trainingand an approved child care plan	Who develops and approves the child care plan?	DCFS would have approval of the child care plan. The preference would be the child is enrolled in a day care licensed by DCCECE with a preference for the child to be enrolled in a Level 2 or 3 Better Beginnings Program, if available.
74	Page 14, section 2.3, B 5	Provide young adults a monthly stipend of \$400	Is this stipend to be provided to the contractor in addition to the contract amount or should it be included within the budgeted costs submitted as part of pricing?	This amount should be included in the budgeted costs submitted as part of pricing.
75	Page 14, section 2.3, B 5	Provide young adults a monthly stipend of \$400	Since the youth is to provide themselves with food and other items purchased with the stipend, then it would seem the amount must be provided upon admission, either for the entire month or prorated for the portion of the calendar month remaining. If there are unexpected discharges or discharges mid-month, how is this amount to be billed (if not provided in a lump some by DCFS), since the daily rate will not be charged after the youth discharges?	The Division provides in-care start-up amounts to youth in the Extended Foster Care Program of up to \$1,000 who enter the program to assist with an initial supply of groceries, household items, etc. (if the youth has not previously expended his or her start-up monies). These start-up monies are provided to the youth by the Division and do not need to be a part of the proposed bid. If there are unexpected discharges or discharges mid-month, the provider and DCFS will collaborate on a case by case basis depending on the circumstances of the discharge and current location of the youth as to how to ensure the youth receives the pro-rated amount of that monthly stipend.
76	Page 14, section 2.3, B 5	Provide young adults a monthly stipend of \$400	Are expenses for entertainment or social activities considered to be necessary living expenses if part of a planned budget?	Yes, expenses for entertainment or social activities can be considered necessary living expenses if part of a planned budget and within the allotted monthly stipend or funded through a youth's income through his or her job, as outlined in the budget.

77	Page 15, section 2.3, C	For SIL Level 2 residential Facilities, some meals may be provided	If some meals are provided, does this impact the amount of funding that a youth receives to purchase food each month? Can some youth funds be combined to provide for shared meals?	Yes, this impacts the amount of funding that a youth receives to purchase food each month. Some youth funds may be combined to provide for shared meals. Each youth will need to have an individualized budget outlining the specific breakdown for monthly expenses for that youth as well as monthly income, to include, but not limited to, the monthly stipend received from the provider and any income the youth earns through his or her employment.
78	Page 14, section 2.3, B(5)	Provide young adults a monthly stipend	Is that monthly stipend funded by the young adult's board payment, or should that cost be incorporated into the daily rate?	This should be incorporated into the daily rate.
79	Page 13, section 2.3, A	Apartment Setting; Shared House Setting	If vendor wishes to submit a different rate for Apartment Setting and Shared House Setting, should two Bid Price Sheets be submitted with a single Technical Proposal or should a separate Technical Proposal be submitted for each type of setting?	See answer to question 50. See Updated Price sheet. Yes, if there will be different rates for an apartment setting and a shared house setting, then two different Bid Price Sheets must be submitted along with a separate Technical Proposal for each type of setting.
80	Page 12, 2.2A	Vendor shall obtain a Transitional Living Residential License from the Child Welfare Agency Review Board (CWARB) via the Department of Human Services Division of Child Care and Early Childhood Education (DCCECE) Placement and Residential Licensing Unit (PRLU) and follow all associated Child Welfare Agency Review Board (CWARB) Minimum Licensing Standards applicable to a Transitional Living Residential License.	I need some clarification on the TLR licensing requirement that the RFP indicates will be required for a SIL contract. If the only young adults eligible to be in a SIL are ones who transition directly from the same agency's under-18 program, that is going to significantly limit the pool of participants. Obviously, for us, the only GR24 candidates would be youth who come straight out of our QRTP. This seems like a limitation that contradicts the intent of the model. Please advise.	<i>The Division of Child Care and Early Childhood Education (DCCECE), Placement and Residential Licensing Unit (PRLU) is currently in the process of promulgating rule changes to this particular TLR licensing requirement that, once promulgated, would allow young adults who elect to participate in the Extended Foster Care Program to then enroll in a SIL setting even if he or she had not previously been enrolled in the same agency's under-18 program. If that revised regulation is not yet effective upon the SIL contract start date, PRLU has indicated it would be willing to support an alternative compliance request to be considered by the Child Welfare Agency Review Board in this regard.</i>