

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 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	RFQ Reference (page number, section number, paragraph)	Specific RFQ Language	Question	Answers																						
Example	Page 8, Paragraph 1, Section 2.0	<i>This Request for Qualifications (RFQ) is issued by the State of Arkansas (State) Department of Human Services (DHS)office of procurement (OP) for Division of Children and Family Services (DCFS).</i>	<i>Please confirm the issuing entity of this RFQ is the Department of Human Services.</i>																							
1	Page 2, Section 1.1, Paragraph 1	Counseling will be directed toward improving the client's ability to function effectively within the family.	Please define "client" - could the client be considered the youth and/or parent with respect to the delivery of direct, indirect and group therapy?	Yes, the client is considered whoever DCFS refers for services and those services may be direct, including group therapy or indirect.																						
2	General inquiry	None	What is the historical percentage of uninsured/Medicaid-ineligible clients referred to and/or served through this initiative?	<table border="1"> <thead> <tr> <th colspan="2">FY '16 Utilization by Area</th> </tr> </thead> <tbody> <tr><td>Area 1</td><td>243</td></tr> <tr><td>Area 2</td><td>131</td></tr> <tr><td>Area 3</td><td>322</td></tr> <tr><td>Area 4</td><td>148</td></tr> <tr><td>Area 5</td><td>312</td></tr> <tr><td>Area 6</td><td>408</td></tr> <tr><td>Area 7</td><td>115</td></tr> <tr><td>Area 8</td><td>160</td></tr> <tr><td>Area 9</td><td>224</td></tr> <tr><td>Area 10</td><td>58</td></tr> </tbody> </table>	FY '16 Utilization by Area		Area 1	243	Area 2	131	Area 3	322	Area 4	148	Area 5	312	Area 6	408	Area 7	115	Area 8	160	Area 9	224	Area 10	58
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3	Attachment A, page 25, "Notices"	All demands, notices and communications hereunder shall be in writing and shall be deemed to have been duly given if mailed by first class mail, postage prepaid, to.....	Shall the bidder complete the notification section in Attachment A and submit with its response?	Do not complete																						
4	Page 9, Section 2, 2.2.1 and Response Packet, page 1 of 1 - Information for Evaluation	Vendor shall provide a detail background of their organization which will include but not be limited to.....	Is the bidder expected to provide background information on the organization in Section 2 (2.2.1) of the response packet AND on the information for evaluation section in the response packet? or is checking the box on "information for Evaluation" that this information was provided in Section 2 of the response packet sufficient?	That the information was provided																						

5	Page 9, Section 2, 2.2.2 and Response Packet, page 1 of 1 - Information for Evaluation	<p>Vendor shall give a detail description of successful similar projects listed in this RFQ that your organization has completed in the last 3 years. The description shall include:</p> <ul style="list-style-type: none"> • Description of the work performed; • The total number of people served and population served; • When the services were provided and length of time the project took; • Number of staff needed to complete the project. 	Is the bidder expected to provide a description of similar projects in "Section 2 (2.2.2) of the response packet AND on the information for Evaluation" that this information was provided in "Section 2" of the response packet?	Checking the box indicates that the information has been provided
6	Page 5, Section 1, 1.13, pricing	<p>RFQ will be Fixed rate Reimbursed at the following rates:</p> <p>Direct Services \$85.00 hr / \$21.25 unit Indirect Services \$35.00 hr / \$8.75 unit Group Sessions \$43.00 hr / \$10.75 unit</p>	Are Medicaid Services covered, e.g., med management appointments under Direct Services, Indirect Services? Is case management covered under Direct Services, Indirect Services and Group Sessions?	Case management is not a reimbursable service under this contract. Necessary collateral contacts required to develop the treatment plan and counseling services are considered direct services.
7	Page 28, Attachment B, number III	During the term of the contract, the division/office will complete sufficient performance evaluation(s) to determine if the contractor's performance is acceptable.	What performance evaluations will be used.	Each contract will have a certification of compliance with performance indicators that is required to be submitted with billing. This will be monitored.
8	Page 9, Section 2.2.3 and Attachment A, Page 25	<p>Page 9, 2.2.3 Vendor shall provide a list of personnel that will work under the contract. List shall contain the position, resume and credentials.</p> <p>Attachment A, page 25 Employee Background Requirements Contractor shall comply with Arkansas Code Annotated (A.C.A.) §21-15-101 et seq, or any amendments thereto, which requires all employees of state agencies, in designated positions including those providing care, supervision, treatment or any other services to the elderly, mentally ill or developmentally disabled persons, to individuals with mental illnesses or to children who reside in any state-operated facility or a position in which the applicant or employee will have direct contact with a child, to have a criminal history check and a central registry check.....</p>	Shall vendors supply background checks (criminal history checks and central registry checks for each personnel that will work under contract, in their response packet?	Background checks are required for any personnel that provides services directly for the client under this contract.

9	Page 9, Section 2, 2.2B and 2.2.3	<p>2.2B The service must be provided by a vendor licensed for independent practice in the State of Arkansas in the discipline of Social Work, Counseling or Psychology. Exceptions: It is permissible for a Licensed Master of Social Work (LMSW) to be supervised by a Licensed Certified Social Worker (LCSW); a Licensed Associated Counselor (LAC) to be supervised by a Licensed Professional Counselor (LPC); and a Licensed Psychological Examiner (LPE) to be supervised by a Psychologist.</p> <p>2.2.3 Vendor shall provide a list of personnel that will work under contract. List shall contain the position, resume and credentials.</p>	Will copies of Letters of Supervision be ample justification of supervision for LMSWs, LAVS and LPEs? If not, what documentation needs to be provided in the response packet to verify supervision of LMSW's, LACs and LPE's?	2.2.1 Ask for an organization chart. This will sufficient if it shows supervisory levels.
10	Page 5, Section 1.13, pricing, direct services	Direct Services	Does this include medical, therapy and case management? Does this contract cover mendical?	Medical services and case management are not reimbursable under this contract. Individual and group therapy are covered under this contract.