

**DCFS-18-1001 RFQ  
PRIVATE LICENSED PLACEMENT AGENCIES  
QUESTIONS AND RESPONSE**

Question#	Question	Response
1	<b>Item number 1.15., Letter D.</b> What is the definition of “all proprietary information?” Which item(s) are included under this definition?	Information that is not public knowledge (such as certain financial data, or trade secrets) and that is viewed as the property of the holder.
2	<b>Item number 1.20., Letter A.</b> Where should the illegal immigrant certification be sent?	Section 1, 1.20A of the RFQ refers to Equal Opportunity (EO) Policy and addresses where to send it. If you are inquiring about the Illegal Immigrant Certification it is not necessary to submit it at this point.
3	<b>Attachment A, Professional Consultant Services Contract, Contract Number field.</b> Who is responsible for completing this field? Where does the contract number come from?	Respondent is not required to complete Attachment A.
4	<b>Attachment A, Professional Consultant Services Contract, Vendor Number field.</b> Who is responsible for completing this field? Where does the vendor number come from?	Respondent is not required to complete Attachment A.

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5	<p><b>Attachment A, Professional Consultant Services Contract, 4A., Projected Total Contract Cost.</b> Does this pertain to the total cost of our expense, or the total cost of the number of people we are going to serve?</p>	<p>The cost of the initial one year contract plus the 6 year extension option if used.</p>
6	<p><b>Section 4.4, C</b> The vendor shall agree to pro forma contract as presented in Attachment A....</p> <p>Question? Must we complete Attachment A. Specifically do we need to include #7 objectives and Scope and #8 Performance standards ? (I do not see this as needed to be included in information for evaluation :Response packet)</p>	<p>Respondent is not required to complete Attachment A.</p>
7	<p><b>Section 2.2.2</b> Vendor shall provide a list of personnel that will work under contract. List shall contain the position, resume and credentials.</p> <p>Do vendors need to include a hard copy of all background checks of all personnel that will work under contract in the response packet? Or is it enough to state that they have passed required background checks?</p>	<p>Hard copy of background checks are not necessary; it is acceptable to state that they have passed the required background checks.</p>
8	<p>Attachment C, P. 34, #4 and #5 - <b>Case Planning:</b> Who is responsible for case planning and case management for the children in the foster homes?</p>	<p>DCFS is responsible for Case Planning for reunification; however input will be needed from PLPA foster homes to assess the child's needs. DCFS is responsible for Foster Care Case Management of the clients. There are requirements listed within the Minimum Licensing Standards for Child Welfare Agencies (Placement), PUB04 Section 200. Please refer to Section 2.2 - Minimum Requirements.</p>

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9	Attachment C, P. 34, 2 - <b>Birth Family Visitation:</b> How is visitation with birth parents handled? Where does visitation take place and who is responsible for arranging transportation? Are there current visitation providers in place?	DCFS is responsible for arranging visitation times and locations. DCFS is requesting contracted PLPA Providers, on a case by case basis, to provide transportation for local or close proximity visitations.
10	Not referenced in the RFQ - <b>EPSDT:</b> Who is responsible for getting the EPDST screenings conducted on the children in foster care	DCFS is responsible for the arrangement of all Medical appointments, DCFS is asking that PLPA Contracted Providers provide transportation for these appointments.
11	Section 1, P. 5, 1.13, - <b>Foster Care Daily Rates:</b> What is the average daily per diem paid to the foster care family?	PLPA Providers are required to provide Foster Family Homes a rate of \$15.00 per day, per client.
12	Attachment C,P. 35, F-3 - By when should parents be paid?	PLPA Providers are expected to have monthly contract invoices submitted to DCFS for processing by the 10 <sup>th</sup> working day of the following month of service. PLPA Foster Parents should be paid within 3 to 10 days of PLPA Provider receiving contract reimbursement for month of service.
13	Not referenced in the RFQ - <b>Foster Parent Licensure:</b> What is the average turnaround time for licensing a foster home currently? What is the role and responsibility of the state in the approval process? Is there an in-depth review of the licensing packet submitted by the private provider? Will DHS maintain their current foster homes, or will current DHS foster homes transfer to a new contracted provider? Is there a	<p>A1. Average turnaround time for licensing a foster home is different for each PLPA and DCFS.</p> <p>A2. The Foster Homes under the PLPA contract are PLPA Foster Homes and the Division will not be involved in the Foster Home approval process (please refer to the Minimum Licensing Standards referenced within the RFQ).</p> <p>A3. All PLPA are approved through the Department of Human Services,</p>

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	particular template required or preferred for foster home studies (i.e., SAFE Home Study format)?	<p>Division of Child Care and Early Childhood Education (DCCECE), please refer to the Minimum Licensing Standards referenced within the RFQ.</p> <p>A4. DCFS will continue to maintain, recruit and train our current Foster Homes.</p> <p>A5. Yes there is a template and training that the PLPA will need to attend and the Contracted Providers will be notified after contract award. The Foster Care Manager will make referrals for Safe training.</p>
14	<p>Section 2P. 8, 2.1 - <b>Statewide Services:</b> Is the state looking for homes across the entire state or simply to have providers willing to accept referrals of children from across the state? What is the best practice for how far a child is placed from their county of residence at the time of removal? Is the state interested in proposals on a county or regional basis? Is the expectation that recruitment occur across the state?</p>	<p>A1. The Division of Children and Family Services (DCFS) is in need of Foster Homes across the state and Foster Homes that are willing to accept clients from all over the State.</p> <p>A2. The best practice is for children to remain in their own community.</p> <p>A3. DCFS is interested in all proposals and there is not an expectation that a single Provider recruit across the State.</p>
15	Not referenced in the RFQ - <b>Removal Rates:</b> What are the removal rates and numbers of children in out-of-home care by county?	Information of removal rates by county is not readily available. The Statewide removal number is approximately 5200 children in out-of-home placements.
16	Not referenced in the RFQ - <b>Staff Training:</b> What are the training requirements for staff? Is training provided for the respondents' staff?	All PLPA will be licensed through DCCECE, please refer to the Minimum Licensing Standards as referenced in the RFQ.

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17	Not referenced in the RFQ - <b>Capacity Targets:</b> What percent of foster care capacity will be managed by the private sector over the next year? Is there a specific goal to increase the number of homes over the next year with private providers? Will the state guarantee a distribution of cases to these new private homes?	<p>A1. DCFS does not have a capacity expectation of foster care homes managed by the private sector at this time.</p> <p>A2. Yes, but not an established goal at this time.</p> <p>A 3. No, DCFS will not make any guarantees as a result of a contract awarded through this RFQ.</p>
18	Not referenced in the RFQ - <b>Intake/Placement:</b> Upon acceptance, what is the timeframe to take custody of the child? Is it expected that availability will be maintained 24/7 to accept new placements from around the state? Who transports children to their placements? Is there an Intake & Placement Staffing Protocol by which investigators refer children for placement? What is the timeframe within which the provider must respond to new referrals?	<p>A1. Custody of DCFS clients will remain with DCFS. Once placement is needed, the expectation is that the PLPA will provide a foster home immediately.</p> <p>A2. Yes, availability is expected 24/7 from around the state.</p> <p>A3. DCFS will transport clients to their placements.</p> <p>A4. No there is not an established protocol.</p> <p>A5. The majority of referrals will be emergency/immediate placements.</p>
19	Section 1, P. 3, 4 - <b>RFQ Response:</b> Is there a page limit on the narrative submission for this RFQ? Can appendices be considered as part of the original packet?	Included appendices will not disqualify a response but if included should be clearly identified and referenced in order to provide a clear understanding of the entire proposal.

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20	Attachment C, P. 34, 6 and P.35, F-1 - <b>Case Documentation:</b> Is there a template provided for updating and providing progress notes back to DHS workers?	Yes there is a template that will be provided upon contract award.
21	Not referenced in the RFQ - <b>SACWIS:</b> Is there a SACWIS system Contractors will be required to use? Any other IT systems Contractors would be required to use?	Selected Contractors will be required to invoice monthly through our Provider Invoice Entry (PIE) application which was referenced in Section 4.2 Payment and Invoice Provisions as the CHRIS FINANCIAL MODULE.
22	Attachment C, P. 33, C-1 - <b>Clinical Counseling Services:</b> Will the provider be responsible for providing counseling services for every child placed in our foster homes?	Referrals will be made to the local Mental Health Providers. The PLPA will be responsible for transportation for these counseling appointments.
23	Not referenced in the RFQ - <b>Foster Parent Training:</b> Is there a particular curriculum for foster parent education (i.e., PRIDE)?	Yes, initial training should be PRIDE. Continuing education hours are required as stated within the Minimum Licensing Standards; however DCFS doesn't designate a specific training for Continuing Education hours.