

**Allegheny County
Department of Human Services
Request for Proposals Q&A**

RFP for Family Violence and Intimate Partner Violence Training for Child Welfare Staff

April 26, 2016

8.) What is your preferred format for the Training outline? Specifically, is a Powerpoint with notes, a narrative summary or a detailed outline preferred?

Proposers can choose a format they think will best communicate their proposed training approach while meeting page limits stated in the Response Form.

7.) What is the anticipated time frame or number of days you expect training and consultation for the TOT part of the work?

There is no specified time frame for the TOT portion. Proposers should propose the frequency and duration for TOT training and consultation that they consider appropriate to achieve the outlined objectives described in *Section 3.1: What we are buying*.

6.) Within the TOT part of the work, do you expect to be actually trained on the staff curriculum or are you anticipating more of a leadership building series of conversations?

TOT is intended to build deeper capacity of a core group of child welfare staff who will be expected to provide ongoing support and consultation to frontline staff and ensure high quality of interactions between staff and families who experience violence. TOT should incorporate both a leadership building component as well as some degree of the staff curriculum to ensure that TOT trainees have a solid grasp on the content that is being offered to staff.

5.) Does Allegheny County DHS have a particular case model that governs all best practice?

CYF adopted the Conferencing and Teaming model that guides how DHS teams with family members, providers and other stakeholders. Please refer to page nine of the RFP and follow the link for more information about Conferencing and Teaming. Successful Proposer(s) will be also required to work with Common Assessment regarding the recently revised IPV module in the FAST – please refer to pages 9 and 16 through 19 of the RFP for details.

4.) Can you share what knowledge frontline staff already receive regarding IPV and Family Violence and how often?

There is training for newly hired employees that provides some basic information about IPV; however, the training is not mandatory for all staff. Proposers can assume that case workers do not receive training on the topics outlined in *Section 3.1: What we are buying*. DHS has recently introduced a brief screening for IPV that CYF staff will be expected to conduct as part of FAST assessment. Through this RFP, DHS is seeking training that will assist staff in conducting this screening and engaging families in discussions around IPV and family violence. Please see pages nine and 16 through 19 of the RFP for details.

3.) Would a proposed budget need to account for meeting space and refreshments? Are refreshments allowable costs?

Yes, the amounts listed are maximum total amounts that will be awarded for this contract. Proposed budgets should include all associated costs, including refreshments. DHS regional offices have conference rooms that could be used for this training. Successful Proposer(s) will work with the CYF Training Department on scheduling details.

2.) Do you have a cap on daily rates for trainers?

No, there is no cap. Proposals will be evaluated based on the best value they offer to the County.

1.) Would the final curriculum be solely owned by Allegheny County DHS or jointly owned with developers?

Allegheny County DHS will consider owning the training curriculum jointly with developers.