Allegheny County
Department of Human Services
Request for Proposals Q&A
RFP for a Provider for Kids Club and Mom's Empowerment:
Two Evidence-Based Programs for Families who have Experienced Intimate Partner Violence

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June 18, 2019

1. **Do applicant programs have the freedom to schedule the times of the groups or is that done in conjunction with the referring DHS office that makes the referral? I.e., does DHS pass along the most convenient time to hold the group to the applicant agency or is that a conversation that is had once community locations are determined for group sites by the agency location?**

   The scheduling of the group sessions is flexible and depends on the following priorities: 1) the needs of the women and children participating in the sessions and 2) the availability of community locations.

2. **Confidentiality and communication:**
   a. **I wanted to clarify that by contracting with DHS to provide the group services of this program, that our obligation is to participate in conferencing and teaming meetings and communicate around participation in the group sessions is limited to the interactions had during the group times (e.g., whether someone is attending and the progress of the group)?**

      Yes, that is correct. The Successful Proposer also could contribute in Conferencing and Teaming Meetings about family strengths, needs, and action steps identified during group sessions.

   b. **If any of the participants would opt into other services of the agency as a result of the group interactions (e.g., legal advocacy or individual counseling, etc.), would those communications be held confidential, unless a signed release was provided and/or child abuse was disclosed during those service provisions?**

      Yes.

   c. **Is there a release that is signed by participants when they sign up for the groups that outlines the confidentiality and the communication that may occur between the provider and DHS?**

      The Successful Proposer will draft a release of information for program participants to sign that DHS will review and approve.

June 26, 2019

3. **What is training for the two EBPs like?**
   The EBPs' founder, Dr. Sandra Graham-Bermann, will conduct the initial trainings for the Successful Proposer. Training will last approximately 1.5 days and scheduling will be discussed

and coordinated with Dr. Graham-Bermann. Trainings can occur either in person or online through Zoom or Google+ (conference call). It would be less costly and easier to schedule to do the online training. The schedule for the trainings would be approximately 9 am to 4 pm with breaks and a lunch hour on day one and then three hours on day two.

In addition to the initial training, Dr. Graham-Bermann will provide weekly consultation to the Successful Proposer for the first 11 weeks before each group session to discuss what happened in the prior session and to review plans for upcoming sessions. These consultations allow for support and problem-solving for new providers of the EBPs. The consultations will occur online through Zoom or Google+.

The Successful Proposer is responsible for the initial training costs at $2,500 per day (total for the agency, not per person). Weekly consultations for the first 11 weeks are $100 per hour. Proposers should include all training costs in their proposed budgets.

4. **Does DHS pay for the training in the two EBPs?**
   No.

5. **Where will the EBP training occur?**
   At the Successful Proposer's discretion and in coordination with Dr. Graham-Bermann.

6. **Will the Proposer pay travel related costs to the EBP?**
   The Successful Proposer is responsible for all travel costs related to the EBPs and should include them in their proposed budgets.

7. **How often is the training offered and who pays if we need to train another person in case the trained staff resign?**
   The Successful Proposer is responsible of training costs and scheduling for additional trainings will be discussed and coordinated with Dr. Graham-Bermann.

8. **Who pays for the QIC training?**
   QIC.

9. **Where will the QIC training occur?**
   QIC training will occur in Allegheny County and likely at one of the child welfare training offices.

10. **Will the Proposer pay for travel related costs to the QIC training?**
    Yes.

11. **What training/educational level is associated with a child care specialist (working with the younger kids?)**
    The child care specialist who works with younger children not participating in the Kids Club group sessions should have prior professional experience delivering treatment and/or services to children. See page 7 of the RFP for the EBP therapists' required qualifications.

12. **How would the Proposer schedule cohorts if there is a big age difference (say, 5-year-olds and 13-year-olds) within a particular community?**

Ideally, two cohorts would be created that attend two different group sessions at different times. This will be determined on a case by case basis and will be discussed with DHS, the Successful Proposer and the participating families in order to best meet the needs of the families involved.

13. **For first year, can we budget for marketing and costs for staff to attend the training that would not be needed in year two?**
Yes. DHS will consider all proposed costs for reasonableness and will negotiate final costs with the Successful Proposer.

14. **Are the vans in the Family Support Center still running and are they available to bring people to these groups?**
Family Support has some vans to transport families to center programming and there is a possibility that they could be used for these EBPs, if group sessions are scheduled at a center. However, there are important considerations that would need to be discussed and worked through with the Successful Proposer, DHS and the centers, such as insurance requirements, timing and availability, size of the vans and other logistics.

15. **Is the Uber program within MATP still funded and are they available to bring people to these groups?**
The ride-hailing program under MATP is still operating; however, it is not available for these EBPs. The EBP sessions are not being billed to Medicaid or CCBH and therefore do not qualify for the MATP program.