

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

RFP for Residential Treatment Facility Step-Down Program for Children and Youth

June 2, 2016

17.) As the program is going to be per diem funded, can the per diem rate begin upon contact with the youth during the transition or does the youth need to be physically on-site?

The Participant needs to be physically on-site for the per diem rate to begin. Therefore, costs associated with engaging the Participant during transition will be built into the per diem rate.

June 1, 2016

16.) If there are multiple Successful Proposers, how do you imagine that the youth will be assigned?

If there are multiple Successful Proposers, DHS will work with the Successful Proposers and consider their strengths to determine how to best assign Participants among them.

15.) Does the \$512,000 cover the costs of all eight beds regardless of number of providers or separate facilities?

DHS has not yet determined if the \$512,000 will change depending on the number of Successful Proposers and facilities.

14.) Can the beds for the same gender be in separate locations?

Yes, beds for the same gender can be in separate locations providing that this arrangement does not result in a significant increase in administrative costs.

13.) Given the very broad range of ages (10-21), do you anticipate that there will be multiple separate facilities to accommodate both genders and the entire age range?

Yes, DHS anticipates that there may be more than one facility to accommodate genders and the age range.

12.) Can we propose serving just a certain range within the 10 to 21 age range?

Yes, Proposers may propose serving a certain age range within the 10 to 21 age range.

May 31, 2016

11.) Is the Program going to be program funded or per diem funded?

The Program will be per diem funded.

10.) Is the RFP request for a “stand alone” program or would enhanced services in an operating program be considered?

Proposers may offer an enhancement to a program that they are already providing; however, an enhanced program must provide the services as described in the RFP. Proposers of an enhanced program must guarantee that beds and staff for the RTF Step-Down Program will be available when needed.

May 26, 2016

9.) Question 5 in the Response Forms asks to describe the organization’s plan to provide supportive housing. What does supportive housing mean?

“Supportive housing” is referring to the housing arrangements described in the RFP in *Section 3.1, B. Service Description*. It means the child’s placement will be supported by services through the Successful Proposer(s) and DHS.

8.) Do the kids need awake supervision?

Yes, the 1:1 client staff ratio needs supervision that is awake.

7.) Does the 1:1 client staff ratio include foster parents? When referring to “staff” does that include the foster parents?

Yes, foster parents may be included in the staff ratio if they are adequately trained to address critical situations.

May 19, 2016

6.) Can you please verify RFP submission date – is it June 7 or June 10, 2016. Both dates are listed in RFP.

Please note that there is a typo in the RFP document originally posted on the website. See the amendment at the bottom of this Q&A document. The RFP for download on our website is now corrected. The RFP submission date is Friday, June 10, at 3:00 pm EST.

5.) The RFP is written that a child/youth needs to have 1:1 supervision 24 hours a day for the first 30 days. Can you expand on this?

For the first 30 days a Participant is in the Program, there needs to be an FTE staff member with a Participant at all times when the Participant is in the facility or the community and is not in school or a hospital. After 30 days, through careful evaluation and documentation, the staff-to-client ratio may be reduced if it is determined the Participant does not still need the intensive 1:1 supervision, 24 hours per day.

4.) Are there any locations preferred or excluded to develop the Program?

DHS believes that accessibility is critical for this Program's success and wants the Program to be located within Allegheny County.

3.) Are there startup funds available, or does the \$512,000 amount include startup funds?

See question 1.

May 17, 2016

2.) The RFP states, "All staff are required to be trained in and implement the Sanctuary Model." Is this mandatory or can staff be trained in another trauma based model of care?

The Sanctuary Model is the preferred model. However, DHS will evaluate and consider a different model if it focuses on passive intervening before a more restrictive intervention is implemented.

1.) Are start-up funds for this project going to be made available?

There will be no start-up funds for this program.

Amendments

May 19, 2016

On Page 5 and 6 of the RFP, we corrected a typos in the submission date:

a. Proposals must be submitted by June 7 ~~10~~, 2016.

g. Proposals must be submitted electronically to DHSProposals@alleghenycounty.us no later than 3:00 p.m. EST on ~~Tuesday~~ Friday, June 7 ~~10~~, 2016 to be considered for review.