

ADDENDUM 1, QUESTIONS and ANSWERS

Date: May 30, 2023

To: All Bidders

From: Dana Crawford-Smith, Procurement Contracts Officer
DHHS

RE: Addendum for Request for Proposal Number 115714 O3
to be opened June 14, 2023 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

Question Number	RFP Section Reference	RFP Page Number	Question	State Response
1.	V. F. Deliverables	30	Can the State please clarify its expectations for the second nine months of the project beyond finalization of the draft report?	The draft report will be used to discuss plans of action and potential recommendations. The time between the draft and final reports, would be to finalize stakeholder feedback, finalize recommendations and look at ways to implement those recommendations that are accepted by the Division.
2.	Form A. Bidder Proposal Point of Contact	34	There is no mention of this form in the RFP instructions. Can the State please clarify whether bidders need to include this form in their submission?	Yes, this form must be included in your response.
3.	SECTION V. F	30	There is a considerable amount of time between the first draft of the report and the final report. Does the State anticipate multiple rounds of presentations and feedback with stakeholder groups during this time or just the State team?	It is possible that in order to get good feedback it will take multiple rounds with stakeholders. We wanted to leave enough time to make sure we attempt to capture as much as possible.
4.	SECTION V. B	29	How many congregate 24-hour residential living settings do you have in the State? Do you have a breakdown of how many are in rural versus urban locations?	We have 77 agency providers who have 24 hour congregate group home settings. Between the agencies- there are 390 group homes. The majority of them are in Urban areas.

5.	SECTION I. O	5	Please provide clarification as to whether completed Sections II-IV (forms), Form A: Bidder Proposal POC and RFP Contractual Services Form should be included in the Technical Narrative, after the Technical Approach or submitted as a separate file. Please provide an example of how the file should be named if a separate submission is required for these forms.	Completed Sections II-IV and the Form A should be submitted separately, and titled Terms and Conditions.
6.	SECTION V. B	29	How many locations comprise the 2,577 individuals being served in congregate 24-hour residential group home settings? We want to understand how many current group homes will be affected by the change of assisting individuals move into community settings.	We have 77 agency providers who have 24 hour congregate group home settings. Between them, there are 390 group homes. We are not looking to empty group homes. We want to work with agencies on how to move participants that no longer need to be in those group homes into independent living settings.
7.	SECTION V.F	30	What is the state's expectation for in person stakeholder engagement (e.g., interviews)?	We would like to hear what the contractor has come up with regarding the best way to involve stakeholders.
8.	SECTION I. O	5	Per the "RFP Contractual Services form signed manually in ink or via DocuSign" A manual signature will require document to be signed and scanned into pdf/jpeg. Will signing electronically via a program like Adobe suffice? Can you provide additional instructions for how to sign and submit via DocuSign. Will the document need to be signed, downloaded, and then uploaded into the Sharefile link or can it be signed and submitted directly via DocuSign? If so, please provide email address where document should be sent in DocuSign.	The document can be electronically signed via any program. You will submit the signed documents along with your response to the RFP.
9.	General		Does the state have an estimated budget for this project?	There is no budget for this project at this time.
10.	V. Project Description & Scope of Work / B. Project Environment	29	Is there a goal minimum percent of the 2577 in 24-hour residential group homes to be moved into independent living?	No, as this is based of participants that are ready to move out of the 24 hour residential settings. It is unknown how many that will be. The goal is more to look at how agency providers can help participants achieve this when they are ready.
11.	General Question regarding Scope of Work		What is the time frame by which a significant number of the 2577 in 24-hour residential group homes should be moved into independent living? Or how many years should the independence strategy encompass?	There is not a time frame for when people need to be moved. It is a matter of helping agency providers see the benefits of independent living and how to help move towards that when the person is ready.
12.	General Question regarding Scope of Work		Are agency providers the exclusive focus of targeting or are the clients themselves likewise targets for independent living strategies?	At this time agency providers are the focus. Our participants are already working on habilitative programs to work towards independence.
13.	General Question regarding		What is the budget that has been approved or allocated for this effort?	There is no budget for this project at this time.

	Cost Proposal			
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This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.