

ADDENDUM ONE Revision One, QUESTIONS and ANSWERS

Date: September 9, 2019

To: All Bidders

From: Annette Walton/Julie Schiltz, Buyers
AS Materiel State Purchasing Bureau

RE: Addendum for Request for Proposal Number RFP 6126 Z1 to be opened September 18, 2019, 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.	C. Project Requirements	25	The RFP states that the bidder must be an accredited agency and provide proof of accreditation with the proposal. QUESTION: Will it meet the RFP requirements if the bidder is in the <u>process</u> of getting accredited and shows proof from the accrediting agency?	No, the bidder must be accredited at the time of submitting the proposal.
2.	V. Project Description & Scope of Work B. Project Environment	Page 25	Is there any way to receive more information regarding what counties in the various service areas had the highest numbers of home study referrals? Having more information would assist in looking at staffing needs.	Data has not been kept to indicate the specific counties the Home Study was completed in. Data provided is per service area.
3.	V. Project Description & Scope of Work D. Scope of Work #10Foster Care Home Study guidebook &	Page 27	Are providers required to use the current DHHS approved Foster Care Home Study Guidebook and Template, or is DHHS allowing providers to create their own Guidebook and Template?	DHHS is requesting that the providers who bid, submit a Foster Care Home Study Template and Guidebook they have drafted. DHHS reserves the right to make revisions to the final guidebooks and Home Study Templates which will be utilized statewide. There will be one template/guidebook utilized statewide for a Foster Care Home Study.

	Foster Care Home Study template....			
4.	V. Project Description & Scope of Work D. Scope of Work #11 ...Adoption Home Study Guidebook & Adoption Home Study template....	Page 27	<p>Since there is not a DHHS Adoption Home Study Guidebook and template and there is currently a work group developing a Guidebook and template, is the expectation for providers responding to this RFP to create their own guidebook and template?</p> <p>Will the Providers work group continue to meet to create a DHHS guidebook for Adoption Home Studies, if each provider responding to this RFP creates and submits their own Guidebook?</p>	<p>DHHS is requesting that the providers who bid submit an Adoption Home Study Guidebook and an Adoption Home Study Template. DHHS reserves the right to make revisions to the final guidebooks and Home Study Templates which will be utilized statewide. The intent is that there will be one Adoption Home Study Guidebook, and one Adoption Home Study Template which will be consistently utilized statewide by all Child Placing Agencies who contract with the Division of Children and Family Services.</p> <p>The Provider Work Group will determine if they would like to continue to meet.</p>
5.	V. Project Description & Scope of Work D. Scope of Work #13 ...individual completing the Home Study for the Contractor must have at a minimum a bachelor's degree		In the current Agency Supported Foster Care contracts with DHHS, staff who conduct home studies are required to have 3 references, who can speak to the person's ability to conduct and write home studies. Will this requirement continue with this new contract?	The individual completing the Home Study for the Contractor must comply with 395 NAC 3-001.03D and any future revisions to the regulation.
6.	V. Project Description & Scope of Work A. Project	Page 25	Is there an expectation that the TIPS-MAPP training be provided to the prospective resource/foster family, prior	No.

	Overview		to being referred for a home study?	
7.	V. Project Description & Scope of Work D. Scope of Work 4.c	Page 26	Does DHHS have a vision of who would be supporting the family once the home study is complete/family is licensed? If so, please explain.	The Home Studies that will be provided through this RFP are for homes that will be supported by DHHS.
8.	I (J)	4	Is there a separate cost proposal template?	Yes. The cost proposal template is located on the SPB website. http://das.nebraska.gov/materiel/purchasing/6126/6126.html
9.	V (D) (5) V (F) (1)	26 27	What is an acceptable reason to deny a referral? DHHS shall make the initial referral to the contractor with the lowest cost. If a referral is declined, DHHS will make a referral to the next contractor...What is an acceptable reason to decline a referral?	An acceptable reason to deny a referral is if the Contractor lacks the staff available to complete the Home Study in the required timeframes.
10.	V (G) (8)	27	Is this the cost proposal template? If so, on page 31 2.c. this section is a part of the technical proposal, but according to Section I (J) page 4, the cost proposal is to be in a separate section. Please clarify.	No. V.G.8 is asking for the methodology used to determine cost. The Cost Proposal is a separate document posted on the SPB website which requests the actual dollar amount.
11.	I (J)	4	What are the formatting requirements? Font, font size, margin, and page limit.	Section I.J. addresses how proposals should be submitted. There are no requirements for formatting, font, font size, margin, or page limits.
12.	A. Project Overview	25	Please clarify the "estimated number of optional foster care home studies to renew license". Assuming these are for renewals of licensed homes, how would DHHS decide to refer one or not, and could an agency get an optional home study referral for a home that another agency had completed the initial or previous renewal?	DHHS will look at factors prior to referring such as if there is a provider in that area that is able to complete the home study for the renewal and the cost. If available, DHHS may prefer to contact the provider that completed the original home study to complete the renewal.
13.	A. Project Overview	25	Please confirm the change of deadline from 30 to 45 days.	Yes, the deadline to complete a Home Study will be 45 days.
14.	A. Project Overview	25	It states "DHHS reserves the right to complete a	DHHS will look at factors such as if there is a provider that is

			home study internally. What is the decision making process or criteria to refer out vs. do internally?	able to complete the Home Study, cost, and if the family is requesting DHHS to complete the Home Study.
15.	D. Scope of Work #3	26	Who would the renewal home studies be for? Licensed kin supported by DHHS?	Renewal Home Studies are for licensed relative or kinship homes who are supported by DHHS.
16.	D. Scope of Work #5	26	What format will DHHS use to refer.	DHHS plans to utilize the green phone referral process through NFOCUS.
17.	D. Scope of Work #5	26	What information will a family receive from DHHS related to the contractor that will be contacting them to complete the home study and the timelines associated with the project requirements?	DHHS will communicate to the family which providers are available in the area to complete a home study and expected timeframe for completion.
18.	D. Scope of Work #7	26	States two home visits are required, the new proposed licensed regulations state one home visit is required, seeking clarification.	For this RFP, two home visits are required.
19.	D. Scope of Work #10 and #11	26	Please clarify what a "Foster Care Home Study Guidebook" and a "Adoption Home Study Guidebook" is and what it's purpose is intended to be? A home study guide already exists, is the idea to continue use of this?	See responses to questions 3 and 4.
20.	D. Scope of Work #10 and #11	26	Regarding the template, is it being suggested that a provider can utilize a different template format then is already being utilized and approved by DHHS? Wouldn't it be important to ensure consistency of document format if multiple providers will potential receive awards?	See responses to questions 3 and 4.
21.	D. Scope of Work #10 & #11	26	What is the timeframe for RD to submit proposed revisions back to contractor upon initial submission of completed home study?	Per section V.F.3, DHHS will define the time period that the Contractor will have to correct any defects identified by DHHS. The exact timeframe will be dependent upon the scope and severity of the revisions to be made.
22.	D. Scope of Work #11	26	Is the adoption home study guidebook and template done and available to providers?	Providers who bid on this RFP are to propose an Adoption Home Study Guidebook and Template.

23.	F. Department of Health and Human Services Deliverable Requirements #3	27	The notation of "if rejected deliverable requires more than 2 corrections" – is this referring to corrections to the actual home study, potentially posed by RD? It is not uncommon for several questions to go back and forth before a home study is approved. Please clarify this section.	Yes, this section refers to revisions to the completed Home Study. DHHS may reject the Home Study if defects are not corrected.
-----	--	----	--	---

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