

Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.

Instructions: Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	J. Vendors may submit multiple bid	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1	Appendix C & D	WIOA Youth Specialist & Youth Case Manager	What is the purpose of these documents? Are contractors expected to adopt these and the salaries or rates of pay listed?	Appendices C & D provide examples of positions Bidder may propose to provide Vacational Services and Supports services. See RFQ Section 2.5.C).
2	Section 1.1 Page 2	These contracts will serve:	Does this include youth who are already in the re-entry process either in a facility or in the community on aftercare when the contract begins, July1?	Yes, if a youth is currently in the re-entry process effective 1 July 2020.
3	Section 2.4 page 17	letters of support	Do you not think this may be challenging during this time when so many offices are closed and people are practicing social distancing, courts are closed, etc.... to try and get signed documents from all of these different entities? Would there be any consideration for giving additional time for this requirement as long as you have these by the time the contract begins.?	No
4	Page 3, section 1.5, Definition of Terms, Assessment Page 15, section 2.3, A.1	Assessment: "All juveniles must receive an initial validated risk/needs assessment, along with the SAVRY or YLS/CMI assessment if the SAVRY has not been administered within the last thirty (30) days of intake ..." "The Contractor shall utilize the SAVRY assessment, if completed within the last ninety (90) days. If a SAVRY assessment has not been completed within the last ninety (90) days, then the Contractor shall use a validated risk/needs assessment..."	These two sections are somewhat contradictory. The definition, page 3, states "SAVRY or YLS/CMI", but on page 15, it simply states "a validated risk/needs assessment". QUESTION: Must a SAVRY or YLS/CMI be utilized, or may we utilize another validated risk/needs assessment, such as the Ohio Youth Assessment System (OYAS)? Utilizing an instrument other than SAVRY or YLS/CMI seems to be contradictory to the definition of Assessment.	The SAVRY is preferred, though if not completed within last 90 days, then any validated risk/needs assessment will be accepted. See also Question and Answer #17, #30.
5	Page 3, section 1.5, Definition of Terms, Case Management, and Page 15, section 2.3, A.4	"Direct or indirect intervention by bachelor's degree or higher staff..."	We currently have 2 staff members who provide Case Management services, who do not hold bachelor's degrees. QUESTION: Will these staff members be allowed to be "grandfathered in" as staff members who have been providing this service under the DYS contract for the past 3 years?	Yes, with approval from DYS. Please identify these individuals and qualifications.
6	Page 4, section 1.5, Definition of Terms, Electronic Monitoring (EM)	"Electronic monitoring may be used to enforce curfew or as a sanction for violating terms of court orders."	Must there be a court order to provide electronic monitoring to enforce curfew, or may it be utilized through referral from a juvenile officer?	That is a local decision between the courts and the CBP.
7	Page 14, section 2.2, A.6	"The Contractor shall provide a copy of one (1) current accreditation by the Council on Accreditation (COA)..."	Following the provisions of our current (July 1, 2019-June 30, 2020) community based contract with DYS, which states in the Performance Indicators, #13, "The Contractor must assist in securing and maintaining accreditation with the Commission on Accreditation of Rehabilitation Facilities (CARF) and/or Council of Accreditation (COA), under the auspices of DYS within two (2) years of contract start date", we are currently undergoing the process of becoming accredited under COA, with the timeline in place and our initial site visit scheduled for November 2020. QUESTION: Will this satisfy the referenced accreditation requirement?	Yes, please provide an update on where you are in the accreditation process.
8 710-20-0003	Page 15, section 2.3, A.6 AND Page 16, section 2.3, Questions and Answers	"The Contractor shall provide an Independent Living Skills (ILS) program for all juveniles referred by DYS and admitted to the Contractor's program."	"All juveniles" seems to contradict the definition of Independent Living Skills (page 4 of Definitions), which states, "Coaching of a juvenile age sixteen (16) or older..." QUESTION: Is this service to be provided to all youth, or youth age 16 or older?	See Addendum 2: Section 1.5 Definition of Terms.

9	Performance Based Contracting Standards, section 1	"Non-custodial Community Based Services to Support Diversion and FINS"	Our courts refer to "diverted, or Diversion, youth" as those who are diverted to a CBP for services rather than adjudicating on Delinquent charges. Since there is no P.I. section which directly addresses Adjudicated Delinquent youth (not committed to State's custody), we are assuming this reference to "Diversion" actually means <u>Delinquent youth diverted from DYS Commitment</u> . Is this a correct assumption?	Yes, both non-adjudicated youth and adjudicated youth diverted from DYS commitment.
10	Page 8 of 30 1.13 B Pricing	One hundred thousand dollars flat funding	Is this funding actual cost reimbursement or awarded as one single total reimbursement of \$100,000?	The funds will be distributed as a single total reimbursement subject to verification that funds were used as required within the contract.
11	Page 8 of 30 1.13 B Pricing	One hundred thousand dollars flat funding	how will these funds be disbursed? Monthly or quarterly ?	Monthly
12	Appendix E TANF Quarterly report	On the quarterly report it asks us to indicate what program purposes these funds are being expended for	Which of the TANF purposes listed below would we be providing since we are providing the job placement and services to adolescents and not their parents and the other purposes also do not seem to fit the services we are providing ? <input type="checkbox"/> Provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives; <input type="checkbox"/> End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage; <input type="checkbox"/> Prevent & reduce the incidence of out-of-wedlock pregnancies & establish annual numerical goals for preventing pregnancies; and <input type="checkbox"/> Encourage the formation & maintenance of two-parent families.	"End the dependence of needy parents on government benefits by promoting job preparation, work, and marriage."
13	No particular section referenced		Will there be updated billing codes?	Yes.
14	No particular section referenced		Are we continuing with the Performance CBP forms? I did not see mention of them in the contract services part.	Yes.
15	Collective Terms (Assessment) (Case Management)	"Assessment services must be performed by bachelor's degree or higher staff...." "Direct or indirect Intervention by bachelor's degree or higher staff...."	What about existing staff who do not have Bachelor Degrees, and what about staff who are qualified in other ways (work experience, law enforcement certifications, Associate Degree, etc.)?	See answer to question 5.
16	Vocational Services and Career Support	"Services must meet Temporary Assistance for Needy Families (TANF) grant regulations"	Where can we find these grant regulations?	https://www.dws.arkansas.gov/programs/temporary-assistance-for-needy-families/
17	Page 15 section 2.3 A. 1.	"The Contractor shall utilize the SAVRY assessment, if completed within the last ninety (90) days. If a SAVRY assessment has not been completed within the last ninety (90) days, then the Contractor shall use a validated risk/needs assessment to develop a timely individualized needs assessment of each juvenile in the Contractor's program. "	Is this section indicating that our staff will be responsible for administering the SAVRY? If so, when will this training be conducted? It is our understanding that this can only be administered by certified juvenile officers.	No, the court is responsible for completing the SAVRY.
18	Page 15 section 2.3 A. 5.	"The Contractor shall provide cognitive behavioral treatment (CBT) groups...."	Will DYS be providing a curriculum recommendation for this? Also, what are the training and education / licensure requirements for this? Will bachelor's level staff be able to facilitate these groups?	This is your decision regarding CBT curriculum. The training and educational requirements will be dependent on the curriculum you choose.
19	Page 15 section 2.3 A. 6.	"The Contractor shall provide an Independent Living Skills (ILS) program...."	Will DYS be providing a curriculum recommendation for this? Also, what are the training and education / licensure requirements for this? Will bachelor's level staff be able to facilitate these groups?	See answer to question 18.
20	Page 16 section 2.3 A. 12.	"The Contractor shall arrange for visits with the juvenile by...(PASSE) care coordinator, independent assessors,"	Can you please clarify who is responsible for this service? It is our understanding that the PASSE care coordinators are responsible for scheduling their periodic visits with their clients. Also, will the juvenile justice caseworkers be required to facilitate this? Or can it be another staff person, such as a QBHP, working in our mental health program?	Contractor must provide the PASSE coordinator access to the juvenile.
21 710-20-0008	Page 19 section 2.6 F. 4. Monthly Reports Questions and Answers	No specific detail	Comment: The amount of information needed is burdensome to the agencies. Couldn't this be checked in audits handled by DYS and DHS?	No
22	Page 4, EM	EM may be used to enforce curfew	Is this new and without adjudication?	No, it is not new. It is up to the local courts.

23	Page 15, #6, Page 16, #7	Must provide ILS program for all juveniles referred...	Is this required for all juveniles, even if they are not specifically referred or court ordered to this service?	No, for all juveniles 16 years of age and above who are either referred by the local courts, determined to be needed by a validated risk/needs assessment, or part of the DYS treatment team re-entry plan.
24	Page 15 #7, Page 16, #8	shall provide parenting classes for...Performance indicator says to "all" parents	Is the requirement that for ALL juveniles referred for services, the parents must receive parenting classes?	No, for all juveniles who are parents or the parents of juveniles who are either referred by the local courts, determined to be needed by a validated risk/needs assessment, or part of the DYS treatment team re-entry plan.
25	Appendix C & D	"WIOA Youth Worker 1" and "Youth Case Manager 2"	Would you please clarify the purpose of these documents? These appear to be job descriptions that are unrelated to Arkansas or this contract.	See answer to question 1.
26	pg 7, 1.13B, first solid bullet	"Five hundred dollars (\$500.00) for Initial Field Evaluation and participation in all scheduled DYS Treatment Team Staffing for all juveniles assigned to the community-based provider (CBP) by DYS"	Does this mean if one of our staff members does not attend a staff meeting, we will not receive payment for this? What happens if it is outside of our control, such as if we are not notified of the date, time, and / or location of the meeting, or if the staff member experiences an emergency?	Yes, an alternate staff person can substitute for the assigned case manager if he or she is unavailable for the staffing with DYS.
27	Page 17, B, 11	"The Contractor shall provide mentoring, meaning a relational service by a qualified volunteer or paid adult who serves as a positive role model"	May this service be provided by a current staff person, or would we have to hire separate individuals for this service?	Yes, if the staff meet the qualification for your mentoring program.
28	P 17, C, 1	"Contractor must recruit and retain a qualified, dedicated vocational staff member to serve as Job and Career Coach who offers job readiness training (e.g., completing applications, preparing a resume, searching for jobs, effective interpersonal skills, interviewing skills, time management, problem solving, and conflict resolution)."	Does this have to be a dedicated staff person, or can this role be assigned to existing staff members. For regions that cover a large geographical area, this does not appear to be feasible to have one dedicated staff member per agency. Much of this person's time would be spent traveling to different locations.	See Addendum 2.
29	P 17-18, section 2.4	The Contractor shall develop community partnerships and demonstrate collaboration with relevant agencies. . . including but not limited to . . . behavioral health treatment providers . . . licensed substance abuse treatment providers. . . "		No.
30	p. 15, section 2.3, A, 1	"The Contractor shall utilize the SAVRY assessment, if completed within the last ninety (90) days. If a SAVRY assessment has not been completed within the last ninety (90) days, then the Contractor shall use a validated risk/needs assessment to develop a timely individualized needs assessment of each juvenile in the Contractor's program. "	Is this section indicating that our staff will be responsible for administering the SAVRY? It is our understanding that this can only be administered by certified juvenile officers.	No
31	Overall		Does this RFQ replace or is it in addition to current Community-Based contracts?	It replaces the current Community-based contract which ends 30 June 2019. This contract will be effective 1 July 2020.
32	page 7, section 1.13 B	Fee-for-service Rates for Re-Entry Services	Please explain further. Are these fees that are paid to the contractor in addition to the 1/12th Base Contract Pricing or are these fees included in the 1/12th?	No, in addition to the 1/12th.
33	page 18, section 2.4	bidder MUST submit a draft of community partnerships matrix with letters of support from each proposed partner	Due to recent COVID-19 restrictions many agencies are closed or have restrictive services and it will be difficult to obtain letters of support from some. Example: School District partnership - schools are closed until after due date of RFQ. What are we supposed to do if letters cannot be obtained?	Make your best effort get as many letters of support as possible.
34	page 8, section 1.13 B	Fee for service rates	Will every contractor receive the \$100,000 TANF grant funded flat funding? Is this in addition to the 1/12th amount per region?	Every contractor will receive the \$100,000 in funding. Please note that the funding will be audited to ensure that it is solely being used on allowed vocational services and career support expenses.
35	page 17, section 2.3, B 11	The contractor shall provide mentoring	Can this be done through a partnering agency that has a mentoring program in place?	Yes
36	page 15, section 2.3, A 10	the contractor shall propose optional services	Are optional services included as part of the 1/12 reimbursement?	Yes, optional services being provided must be identified

37	page 5, section 1.7, A 2	One original response packet must be submitted for each of the regions bid	Where, in the Response Packet do we indicate the region we are submitting for?	<i>Bidder must include a cover sheet with Bidder's Technical Proposal indicating the region bid.</i>
38	page 17, section 2.3, C Appendix_C_WIOA_Youth_Worker_1.pdf	Vocational Services and Career Support	Is hiring a part time WIOA youth specialist funded by a future grant and is it mandatory or optional to do so?	<i>A responsive bid must include the plan to retain a dedicated vocational staff member to serve as Job and Career Coach. Funding for this position is an allowable costs under WIOA and DYS will make yearly requests for TANF funds to support these positions.</i>
39	page 17, section 2.3, (B) 11	Post-Residential Re-entry Service Delivery	Is a mentor required to do 4 hours a month per client or simply 4 hours per month with any client?	<i>Four (4) hours per month for EACH client receiving mentoring services.</i>
40	page 8, section 1.13 B	Pricing	Please explain whether the TANF funding is included in the base or sanctions funding or is that stand alone money.	<i>It is stand alone.</i>
41	page 3, section 1.5	Definition of Terms	Is a Probation Officer and Case Manager considered to be one in the same and would both be mandated to have a Bachelor's Degree? Is equivalent experience working with juveniles for 1 year acceptable for a probation officer?	<i>This is a local decision as long as the individual meets the qualifications in the contract for a case manager.</i>
42	Appendix A_Catchment_Area_Map.pdf	Catchment Area	Will each region laid out on the map be required to provide the exact same services for each county, judicial district or region?	<i>Yes</i>
43	Page 7, section 1.13, B / Addendum Appendix B	1/12th Base Contract Pricing (Community Based Funding Formula)	What are the specifics used to determine the funding formula for regional based funding? Does the base amount include allocation for Innovation?	<i>Yes, innovation funds are now distributed based on regional funding formula as part of the base payment.</i>
44	Page 5, section 1.5, F	Unit of Service	Will all services (residential, day services) use a 15 minute unit of billing?	<i>Yes, though residential is not part of this RFQ, only short-term shelter care as an optional service determined at the local level.</i>
45	Page 7, section 1.13, B	Fee for Service	How do we bill for services while youth is in a DYS facility?	<i>We are developing a billing system in JJIS for services.</i>
46	Page 17, section 2.3, C	Vocational Services & Career Support	What if a youth does not meet TANF regulations to receive services?	<i>If a child does not meet the definition of an out-of-school or in-school youth as defined by the Youth Workforce Innovation and Opportunity Act, then a provider is not required to offer vocational and career support services.</i>
47	Page 1, Appendix B	Funding formula	Can you please provide the funding formula spread sheet for the amendment that shows funding by county and JD?	<i>Information not available.</i>
48	Page 3, Definitions	Assessments	Not all Substance Use Counselors have Bachelor's Degree. If a Certified SU Counselor is it acceptable for them to do a substance use assessment	<i>They must be a State Licensed Addiction Counselor or have a specific State issued certification in alcohol and drug addiction.</i>
49	Page 5, Definitions	Vocational Services & Career Support	Does the contractor have the burden of qualifying the client/youth for TANF	<i>No</i>
50	Page 7, section 1.13, B	Fee for Service	Is the RE-Entry Fee for Service in addition to the funding amount in the Appendix B	<i>Yes</i>
51	Page 7, section 1.13, B	TANF Grant - \$100,000	Is this in addition to the funding amount in Appendix B	<i>Yes</i>
52	Page 9 of Pl's, Section 5, C.1.	The Department of Corrections will monitor...	Is this accurate?	<i>Language referenced not found in document.</i>
53	Page 12, Attachment C, #8	Incident Reports submitted to JJIS within 8 hours of incident	Is this from when an aftercare worker is notified of incident? What if an incident happens after business hours? Re-Entry is not a residential service?	<i>See Attachment C, 8. Incident Reporting, & 9. Mandated Reporting</i>
54	Page 1, Section Delivery of Response	Drop Off (Walk-in):	Will someone be in the office to accept the RFQ response since the state is utilizing essential personnel only due to the Coronavirus? If so, will they be there before the 10th of April?	<i>Yes.</i>
55	Page 16, Section B, 7 (Definition Page 4, ILS)	Independent Living Skills (ILS) program for all juveniles referred by DYS. (Definition: Coaching of a Juvenile age sixteen (16) or older.	Is this program for DYS clients who are 16 and older or is at for all of the DYS clients? The definition of ILS contradicts to what is on page 16. Also, ILS is typically for clients that are preparing to live on their own who are over 18 or emancipated. Are you referring to this or a Life Skills or similar group?	<i>Yes, for 16 years of age and older. See addendum.</i>
56	Page 15, Section 2.3, A, 10	(Judges) Letter shall be submitted within thirty (30) calendar days of contract start date or bidder shall be subject to contract termination.	Does this mean our contracts will automatically be terminated without consideration if Judges refuse to sign letters regarding services or if you get new Judges who disagree with the services selected by the previous Judge?	<i>See 2.3 Scope Of Work, A. 10.</i>
57	Page 24, Section 3.1; C, 2; E.4 (Page 18; Section 2.4)	Community Collaborations 60%-600 points (As part of bidder's proposal, bidder must submit a draft community partnerships matrix with letters of support from each proposed partner.)	As a request for qualifications, why are community collaboration in the form of the matrix and letter of support worth 60% of the total score while contractor qualifications are worth 10% of the total score?	<i>Scoring will be used to determine contract award among bidders who meet the minimum qualifications.</i>
58	Page 22, Section 2.7; A:3	The Contractor shall submit a budget to DYS and the Arkansas Legislative Council and go through the budget procedures process in the same manner as State Departments, agencies, institutions, boards, and commissions.	Will the provider have to submit a budget directly to the Legislative Council as well as DYS?	<i>No. These provisions apply to residential programs. See Addendum.</i>

59	Appendix B - Community Based Programs Funding Formula	"2019 data"	What is this referring to because this is not the current funding?	<i>See Addendum 1/FINAL Appendix B: Community Based Programs Funding Formula</i>
60	Appendix B - Community Based Programs Funding Formula	"Total Funding"	For Region 4 (total of 8 counties) this is a 16 % funding cut of over \$226,000. (For the 6 counties of the 1st Judicial District this is a 27% funding cut.) Is this an error? I ask because we were told no significant changes in funding. Please see attached comparison.	<i>See answer to Question 59.</i>