



STATE OF TENNESSEE
DEPARTMENT OF CHILDREN'S SERVICES

**REQUEST FOR PROPOSALS # 35910-03157
AMENDMENT # 1
FOR GOODS OR TITLE IV-E DEMONSTRATION
PROJECT-NURTURING PARENT PROGRAM**

DATE: August 8, 2018

RFP # 35910-03157 IS AMENDED AS FOLLOWS:

1. **This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		July 24, 2018
2. Disability Accommodation Request Deadline	2:00 p.m.	July 26, 2018
3. Notice of Intent to Respond Deadline	2:00 p.m.	July 27, 2018
4. Written "Questions & Comments" Deadline	2:00 p.m.	August 2, 2018
5. State Response to Written "Questions & Comments"		August 8, 2018
6. Response Deadline	2:00 p.m.	August 15, 2018
7. State Completion of Technical Response Evaluations		August 23, 2018
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	August 24, 2018
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	August 29, 2018
10. End of Open File Period		September 10, 2018
11. State sends contract to Contractor for signature		September 11, 2018
12. Contractor Signature Deadline	2:00 p.m.	September 13, 2018

2. **State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 Is this for both regions together or can we apply for one region?	You may apply for one or both regions.
2 Financial Information - For large companies that operate in several states, if a complete, updated financial audit was submitted, would this suffice for bank reference, credit references, and credit bureau requirements?	Please present the requested documents that were listed in the RFP: bank reference, credit references and credit bureau.
3 If a potential provider submits for one region (i.e., Shelby), would the budgeted amount still be for \$400,000 or \$200,000?	Maximum liability is Two Hundred Thousand Dollars (\$200,000.00) per region.
4 If we do not receive all reference letters by the time we submit the proposal, would that disqualify a potential provider?	If any documents are not presented, the decision to review or not to review the proposal will be determined by the evaluation team on the evaluation date.
5 Is your preference to have 2 providers to service one area, or 1 provider to service both areas?	DCS will be open to either. If DCS can find a provider that will serve both regions and that meets the other criteria and expectations for service provision that would be best, but it is not mandatory or expected.
6 Page 9 of the Pro Forma contract, section C.4. states "The Contractor shall not be compensated or reimbursed for travel time, travel expenses, meals, or lodging." Please confirm it is acceptable for respondents to take anticipated In-Home Facilitator travel into account when planning our proposed cost per family.	Cost should be included in the proposed price for the services the RFP is requesting.
7 Does DCS have any preliminary data regarding the estimated number of families who would be eligible/appropriate for Nurturing Parenting Program services in the identified regions? If so, please provide this data broken out by region and/or County.	DCS does have a report to help determine which families might be eligible for the program, broken out by region, however not every family that meets the eligibility criteria of the FAST and demographics will be appropriate for the service (see Special Considerations in the Scope of Services). In July 2018, there were 103 FASTs completed in the Northwest region and 37 FASTs in the Shelby region that would qualify for the program. However, we would not expect every one of these qualifying FASTs to have a referral submitted because some may be closing FASTs (case closing), some may access other services that are more appropriate for the family than NPP, and some may fall under the Special Considerations criteria (see Scope of Services) that may make the family inappropriate for NPP. Based on our current pilot in the East part of the state, we would expect the provider to receive referrals somewhere between 20-35% of the total qualifying number per month.
8 For referrals, will the provider retain the right of refusal based on the review of a case? For	Yes, but DCS would want this to be a conversation between the referring DCS party and the provider

QUESTION / COMMENT	STATE RESPONSE
example, if the In-Home Facilitator's safety is in jeopardy in the home environment?	to determine if there are any plans we can put in place to address the concerns prior to refusal of the referral.
9 As this will be a new program for our agency and qualified In-Home Facilitators and Supervisors will be hired, please advise how we should complete sections A.6 (degrees and certificates for In-Home Facilitator and Supervisor) and B.13 (personnel roster and resume). Is it acceptable for Respondent to provide appropriate information for our leadership personnel as well as job descriptions for the In-Home Facilitator and Supervisor positions?	Please provide leadership personnel qualification along with timeline for hiring and training.
10 Page 6 of the Pro Forma contact, section A.17. states: "Ensure that at least seventy-five (75%) percent of the families served under this contract completed the entire sixteen (16) week program." Will this performance goal be measured consecutively (i.e., families must complete the program in 16 weeks) or will it allow for rescheduling/missed sessions (i.e., families must complete all 16 sessions on any timeline)?	Seventy Five percent (75%) completion measure allows time for rescheduling and missed sessions.
11 Page 1 of the RFP, section 1.1. states: "The estimated maximum liability should be \$400,000.00." Please confirm if this is the maximum funding available for the initial 20.5-month contract period and for each region or combined for both regions.	Please refer to State's response on comment #3.
12 On page 8 of the Pro Forma contact, the table within section C.3. references that Parent/Caregiver Intervention Services will be prorated based on weeks of participation should a family choose to discontinue prior to completion or should an extension of service be justified. Please confirm that DCS would provide additional funding above and beyond the proposed cost per family for cases where an extension is justified.	If a justification for extending services beyond 16 face-to-face visits is approved by the Department than the provider would receive a pro-rated rate for each week of service delivered beyond the 16 weeks of full service.
13 Per the Response Delivery instructions described on RFP page 7, section 3.2., please confirm that the only hard copies requested are one original technical response and one original cost proposal. Please confirm that all other copies should be supplied as CD/USB flash drives.	<p>As it states in the RFP:</p> <p>"A Respondent must submit original Technical Response and Cost Proposal documents and copies as specified below.</p> <p>One (1) original Technical Response paper document labeled:</p> <p>"RFP # 35910-03157 TECHNICAL RESPONSE ORIGINAL"</p>

QUESTION / COMMENT	STATE RESPONSE
	and five (5) copies of the Technical Response each in the form of one (1) digital document in "PDF" format properly recorded on its own otherwise blank, standard CD-R recordable disc or USB flash drive labeled:"
14 Please confirm that Attachment B: Attestation Regarding Personnel Used in Contract Performance, on Pro Forma contract page i, is provided for information purposes only and is not required to be completed and returned with our proposal submission.	The Attestation is not required until the contract is awarded.
15 Will an editable version of the Reference Questionnaire be provided to allow for customer completion?	All questionnaires that will be provided are in the RFP.
16 RFP page 25, Cost Proposal & Scoring Guide, instructs that a "separate Cost Proposal must be submitted for each region." When comparing this to the Response Delivery instructions described on RFP page 7, section 3.2., please advise on the following. If bidding for both regions, should both Cost Proposal forms be submitted in one package or two separately labeled envelopes/packages?	The cost proposal(s) should be submitted separately.
17 Are out-of-State companies welcome to apply?	Yes
18 What is the date that services are to begin?	The start date is in the Pro Forma.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.