REQUEST FOR PROPOSAL (RFP)

On The Way Home

DCAT3-24-400

Questions/Answers

**Questions from Safer Foundation:**

1. We are evaluating the required model in terms of award amount in relation to required training/consultation, travel, number of youth expected to be served across the 5-county district, and case load requirements.
	1. Do you have any examples of a working budget for this model?

**Answer:** We do not have an example of a working budget for this model. An excel template was provided to allow potential bidders to provide their cost for completing the project.

* 1. Will applications be considered if the proposed number of youth served is less than the number of youth expected to return home from placement?

**Answer:** Yes, the number of youth returning home from placement is expected to fluctuate. We understand that there will be a capacity of youth that a provider will be able to serve under the terms of the contract.

* 1. Will applications be considered if the proposed number of counties are reduced?

**Answer:** No, only providers who are able and willing to serve the entire 7th Judicial District will be considered.

1. Will all youth returning from care be referred to the funded program or are placements decided by the referring juvenile court officer? What is the process involved in this program?

**Answer:** All youth returning from care will be referred to the program. The referral process will be developed between the successful bidder and the 7th Judicial District Chief Juvenile Court Officer.

1. At what point will the referral be made while the youth is in placement? (i.e., upon admission, 1 month prior to discharge, one month prior to home visits, etc.)

**Answer:** The referral will be made when the youth go into care to allow for the planning process to begin. However, the start date of services will be when the first home visit begins to allow for the successful bidder to establish relationships with the youth and their family.

**Questions from LSI:**

1. The RFP outlines that the On The Way Home model is a 12-14 month program, however the initial contract term is limited to 10 months. How will this affect model fidelity?

**Answer:** The contract that is developed out of the RFP is scheduled to be renewed for five consecutive years. The first term of the contract will end June 30, 2024, and the second term will begin on July 1, 2024. The provider will be able to continue services over fiscal years and it will not impact program fidelity.

1. Is it required that all referred youth be provided services at the time of referral or is a waitlist allowed?

**Answer:** Waitlists will be allowed. However, prior to the provider going on a waitlist, they must communicate this with the Chief Juvenile Court Officer or a Juvenile Court Supervisor so that a plan can be established.

1. Can the Agency provide potential bidders with access to the On The Way Home model materials prior to bid submission?

**Answer:** The PowerPoint from the bidder’s conference can be located on the Iowa Bid Opportunities Website

<https://bidopportunities.iowa.gov/Home/BidInfo?bidId=8edb5004-945e-4914-945d-18d78b6f960f>. No other materials will be made available at this time.

1. Are the Model expenses (i.e. Consultant Training, Supervisor Training, On-Site Reviews, etc.) to be covered by the successful bidder as part of this contract?

**Answer:** Yes, the model expenses need to be built into your budget.

1. Are staff able to provide services to youth/families under this contract if they are not yet certified by the Model (as in the event of staff turnover) if under the supervision of a certified supervisor?

**Answer:** Staff will need to be trained in the model before they are able to start providing services.

1. What is the cost to train additional staff beyond the initial training period?

**Answer:** The training costs from year to year will remain the same. The cost of the OTWH Consultant Workshop will likely remain $1750, and the cost for the OTWH Supervisor Workshop will be $2250 (Note: The Supervisor attends the Consultant Workshop and then an additional workshop). Of course, there is a chance in 4 years’ time that these training fees would go up slightly, but increases are expected to be minimal and infrequent.

1. How often are Model trainings offered?

**Answer:** Following initial training, we are expecting to offer On the Way Home Workshops three times per year. Agencies will be notified at the beginning of each year as to the dates of these workshops so they can plan accordingly. These workshops will be held at Boys Town or in a location central to the agencies needing training. Booster sessions will be offered to individual agencies during their on-site visits in needed and these will be based upon agency implementation.

1. Will Model trainings be offered on-site or will the successful bidder be required to travel to complete the training?

**Answer:** Model training will be offered onsite. The successful bidder will work with Boy’s Town to schedule and organize training.

1. What are the Model costs in Years 4-6?

**Answer:** While we anticipated always requiring an annual on-site re-licensure visit the amount of phone consultation and data review will decrease in years 4-6. It will go from weekly/monthly, to quarterly and eventually by-annually. The cost of consultation and data review is based upon our hourly rates and the number of hours is based upon the number of staff requiring review. This will vary by agency, but as of now, our consultation rate per hour is $227/hour.