**Request for Proposal ACFS 24-048**

**Child Welfare Provider Training Academy**

**January 5, 2023 – Respondent Questions and Agency Responses:**

This document includes all questions that have been received by the Agency in accordance with the Request for Proposal (RFP) section 2.7, *Questions, Request for Clarification, and Suggested Changes.* The Agency response to these questions has also been provided.

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|  | **Question** | **Agency Response** | **RFP Section / Page(s)** |
| 1. | Will Iowa be providing the content for the following:  a. Solution Focused Meeting (SFM) Facilitation b. Youth Transition Decision-Making (YTDM) Facilitation c. Child Safety Conferences (CSC) | Yes, the Agency will provide the content for the training curriculum for SFMs, YTDMs, and CSCs. | 1.2 General Definitions |
| 2. | If there are contracted trainers utilized in delivering the Agency-approved Training Plans are these individuals considered subcontractors for the RFP purposes? | Yes, Per RFP section *2.32 Use of Subcontractors* the Agency acknowledges that the selected Bidder may contract with third parties for the performance of any of the Contractor’s obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP. | 1.2 General Definitions & 1.3.1.1 C Agency-Approved Training Plan, Pg. 4 & 5, Subcontractor |
| 3. | Quality Management is a deliverable in the RFP; it follows that activities related to Quality Management fall outside the definition of Administrative Costs, correct? | Correct, it would fall outside of Administrative Costs if it is directly related to improving the quality of the trainings. | 1.2 General Definitions & 1.3.1.2 K & L Culturally Competent and Race Equity, Pg. 4 & 6, Quality Management |
| 4. | C(b)i – the Roman numeral i has been struck through, it follows that this is a mistake, and the time study is part of the RFP, correct? | Correct, the time study is a part of the RFP. Please see Amendment 2. | 1.3.1.4 Data Collection, Pg. 7, Time Study Documentation |
| 5. | Is the Agency considering specific evidence-based models that should be focused on by the contractor in the future? | None at this time. However, there is potential as new Agency needs are identified. | 1.3.1.2 Courses/Trainings, Page 6, E., Evidence-Based Practice |
| 6. | Who serves on the “*Agency Training Committee”?*  We recommend that there is equal representation of child welfare service providers across the State of Iowa as Agency Staff. | The following HHS positions serve on the Agency Training Committee:  Social Work Administrator (SWA)  Supervisor  Social Work Case Manager (SWCM)  Child Protection Worker (CPW)  Social Worker 4  Training Specialist  Trainer  Part- Time Trainer | 1.2 General Definitions, Page 4, Agency Training Committee |
| 7. | We missed the letter of intent date. Does this automatically disqualify us? | No, per RFP section *2.5 Intent to Bid* it is not mandatory that the Agency receive an intent to bid. | Section 2.5, Pg. 9 |
| 8. | How many child welfare provider agencies does the Iowa DHHS agency currently contract with?  Do you expect that number to significantly change over the next 3 years? | The Agency contracts with 10 Family Centered Service (FCS) providers, 12 Qualified Residential Treatment Program (QRTP) providers, 12 Child Welfare Emergency Services (CWES) providers, 3 Supervised Apartment Living (SAL) providers, 1 Parent Partner provider, 2 Recruitment, Retention, Training and Support (RRTS) providers, 1 Aftercare Services provider, and 1 Foster Care Youth Council provider for a total of 42 contracts.  However, the total number of provider agencies that utilize the CWPTA is about half of this number as some of these contractors provide more than one service (ie. the same contractor may provide both FCS and RRTS services). The agency does not expect that number to significantly change over the next three years. |  |
| 9. | What is the total number of child welfare service provider employees who were trained in the last three years, or 2020, 2021 and 2022? | In FFY (Federal Fiscal Year) 2023 which was April 2021-March 2022, the CWPTA trained ***867***staff through 68 in-person or live virtual trainings. The current contractor also utilizes Relias Learning Management System which is an online learning library. During this same time period, there were 808 users that completed 5,766 courses through Relias.  In FFY 2022 which was April 2020-March 2021, the CWPTA trained ***860*** staff through 71 in-person or live virtual trainings. During this time, 806 users utilized the Relias Learning Management system to complete 4,089 courses.  In FFY 2021 which was April 2019-March 2020, the CWPTA trained ***1,183*** staff through 89 in-person or live virtual trainings. During this time, there were 801 users who completed 3,919 courses through Relias. |  |
| 10. | What is the current training plan? | There are two training plans. Please see Attachments 1 & 2. |  |
| 11. | On average, how many courses are conducted monthly and how many students per course? | Over the last year, there has been anywhere from 2-16 in-person or live virtual trainings offered per month. Attendees have ranged from 3- 52 with an average of 19.  There are also approximately 500 courses completed per month through the Relias Learning Management System. |  |
| 12. | Are there any restrictions for the format of any of the coursework, i.e., in-person, instructor facilitated webinar, asynchronous online training? | There are no restrictions on the format, as long as the trainings ensure statewide accessibility. | 1.3.1.2 Courses/Trainings, Page 6 |
| 13. | Can we get a copy of the contract with your current contractor for your Child Welfare Provider Training? | Please see Attachment 3. |  |
| 14. | Is this an all or nothing contract, or could the bidding agency partner with another agency to provide services? | Per RFP section *2.32 Use of Subcontractors* the Agency acknowledges that the selected Bidder may contract with third parties for the performance of any of the Contractor’s obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP. | Section 2.32, Pg. 14 |