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| RFI# FWBP-CPS-23-115  THIS IS NOT A REQUEST FOR PROPOSAL  **Request for Information Notice**  Issuing Officer:  Melanie Mathes  [mmathes@dhs.state.ia.us](mailto:mmathes@dhs.state.ia.us) |

Overview

1. RFI PURPOSE

This Request for Information (RFI) is issued by the Iowa Department of Health and Human Services (HHS) to solicit information about Family Residential Preservation Programs.

Family Residential Preservation Programs allow parents and their children to remain together while the parent receives parent skills training, counseling, life skill development and support in a residential setting. The focus of the family-based preservation program expands beyond individual recovery and stabilization to include prevention of child maltreatment, family preservation and reunification, and family self-sufficiency. While receiving services, parents and children reside in a safe, supervised living situation and receive wraparound services. Services often include intensive case management, service navigation, structured schedules which support daily living skills, and services for HHS involved families.

Some of the services to be offered would include:

* Housing
* On-site therapy or counseling (individual, family & group)
* Coordinate transportation
* Referrals, handoffs and connection to mental health services, childcare, substance abuse treatment, employment and vocational opportunities, psychological testing, psychiatric services, and application for entitlements.
* One-on-one case management, focusing on meeting case plan goals and gaining self-sufficiency.
* Links to community services
* Evidence-based parenting education

The Family Residential Preservation Program would progress families in phases, allowing families to gradually move through each phase and toward self-sufficiency. The program would emphasize trauma recovery and self-sufficiency for the whole family. Each family would be assigned a case manager to help with time management, government assistance, employment, housing, budgeting, and other self-sufficiency related needs. The family would start in an intensive, closely supervised living experience. This highly supervised setting allows for closer monitoring of parenting and family functioning prior to stepping down. Families would have designated sleeping and bathroom space in “dorm-like” houses, putting family structure in place prior to a move into a family apartment. The housing would need to be staffed five days a week, allowing for close monitoring of families. Families would remain in this housing for at least the first 30 days. Once the family demonstrated readiness, they would be eligible to move on to the next stage of healing in their own campus apartment.

Self-sufficiency assistance would include the following:

Concrete Services/Transportation/Childcare Assistance: The program would provide the family with housing and concrete services, such as food, household supplies, and other necessities. This could be provided through direct financial assistance and by assisting families with access to government and community resources. Concrete services would be provided throughout the families stay, with assistance expected to be tapered as families gain self-sufficiency. Transportation would be provided for work/school, court, and any other outside appointments/self-sufficiency errands. Childcare assistance would be provided for required programming and when necessary, for outside appointments. Families would be assisted in finding a licensed daycare for work hours.

Intensive Case Management: Each family would be assigned a case manager to work with the family on case plan goals (e.g., parenting, mental health needs, education needs, life skills, financial needs, employment, housing, etc.).

The Family Residential Preservation Program would emphasize trauma-informed care and would be guided by evidence-based practices. Some of the therapy modalities could include:

* Individual therapy for adults utilizing techniques of Cognitive-Behavioral Therapy and Cognitive Processing Therapy
* Individual therapy for children utilizing techniques of Trauma-Focused Cognitive Behavioral Therapy (TF-CBT) and Cognitive-Behavioral Play Therapy
* Family therapy utilizing techniques of TF-CBT, Parent-Child Interaction Therapy (PCIT), and Theraplay
* Group therapy focusing on family of origin issues impacting current functioning and parenting abilities

Some additional clinical services that could also be provided:

Diagnostic and Evaluation Services: Within 14 days of admission, a biopsychosocial interview/assessment for each adult client. If children present with emotional/behavioral problems, a biopsychosocial assessment could also be conducted. Following an assessment, a diagnosis (if applicable) would be assigned, and individual treatment goals and recommendations would be developed. A psychological evaluation could also be conducted, if requested or needed to guide treatment planning.

Coordination of Substance Use Treatment: Assisting clients in accessing appropriate substance use providers.

Target families would include a) families with children who are at imminent risk of removal, b) families who have children in foster care whose parent(s) is appropriate for reunification but lacks safe and stable housing and/or other self-sufficiency means, or (c) families with a parent(s) working towards reunification within six months of placement. The program would be most appropriate for families in need of safe and stable housing and who can benefit from intense mental health treatment, parenting education and self-sufficiency related case management services.

The average length of the programming would be six months. Based on individual case needs and progress, programming could be extended for up to an additional six months.

A key aspect for the program to be successful would be formal agreements with housing programs and landlords to ensure families, once stabilized, safe and functional, have a pathway to moving out of the program and integrated in the community.

The Agency anticipates utilizing the feedback obtained through this RFI process to analyze available options for a Family Residential Preservation Program in a location to be determined. The information provided in response to this RFI may be used by the Agency to develop a competitive procurement.

**This is not an RFP where bidders respond with a specific solution to Agency specifications, including cost. An RFP process is a separate process with further defined requirements.**

*If cost is requested in an RFI, it will be for budget purposes only.*

RFI Process

1. RFI Timeline

Below is the tentative timeline for this RFI. The Agency reserves the right to alter, modify, or delete all segments and deadlines it chooses.

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| **Step** | **Date/Time** |
| Agency releases Request for Information | 6/5/23 |
| Written questions regarding the RFI due | 6/21/23; 3 PM |
| Agency responses to vendor questions | 6/30/23 |
| Written responses to RFI Appendix A due | 7/28/23; 3 PM |
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1. RFI Resources  
   [Providence House Family Residential Preservation Program (guerininc.org)](http://www.guerininc.org/family/)
2. Written Questions about the RFI Process

This RFI contains a written question and answer process to address questions from interested parties related to either clarifying the information the Agency is seeking in the RFI or regarding the process of responding to this RFI. Note that the Agency is using this process to seek feedback to assist with making future decisions and cannot address questions related to future plans at this time. Any clarifying or procedural questions related to responding to this RFI must be received by the date provided in Section 2.

Questions should be submitted using Attachment 1, RFI Q&A Document, and sent in an email to the RFI issuing officer at [mmathes@dhs.state.ia.us](mailto:mmathes@dhs.state.ia.us). Parties submitting questions are encouraged to request a confirmation of the issuing officer’s receipt in their email.

Responses to the questions will be posted at the State of Iowa’s website for bid opportunities: <http://bidopportunities.iowa.gov/>by the end of business on the date noted in Section 2.

1. Responses

Parties responding to this RFI do not need to return this entire document; rather, please complete the submission document titled Appendix A – FWBP-CPS-23-115 Response Document. Submit the document and required supporting documentation as an email attachment to:

Melanie Mathes

Email: [mmathes@dhs.state.ia.us](mailto:mmathes@dhs.state.ia.us)

The electronic submission document must be in a format that is compatible with Microsoft Word software. Respondents are encouraged to request a confirmation of receipt of the emailed response. Responses will be accepted via email until the due date and time in Section 2. If respondents do not have access to email, please contact the issuing officer to make other arrangements for submission.

No awarded contract shall be issued from the RFI process. Submitting a response to this RFI is optional. Submitted RFIs shall in no way bind the Agency or any other State agency to any purchase for any reason. The RFI is for information gathering purposes only. All information provided by Respondents shall be at no cost and without obligation to the Agency.

1. GENERAL TERMS AND CONDITIONS OF THIS RFI

* Information is being requested solely to identify possible methods, approaches, and solutions associated with expected outcome.
* The State of Iowa and the Agency will not enter into a contract with any respondent based on the responses provided to this RFI.
* A respondent’s submission of a response to this RFI will not be a factor in any subsequent competitive selection process.
* The Agency will provide public notice of any subsequent bidding opportunity following notice requirements associated with the respective competitive procurement(s).
* Information submitted in response to this RFI will become the property of the Agency.
* The Agency will neither pay for any information herein requested nor will it be liable for any other costs incurred by the respondent.
* The Agency reserves the right to modify or delete any and all sections of this RFI at any time.

1. Clarification of Responses

The Agency reserves the right to contact a respondent after the submission of responses for the purpose of clarifying a response to ensure mutual understanding. The Agency reserves the right to conduct interviews with respondents to the RFI to gather additional information or clarification. The selection for interviews is at the sole discretion of the Agency. Attendance at an interview neither increases nor decreases any of the respondent's chances of being awarded a contract from subsequent solicitation or RFP.

1. Copyrights

By submitting a response, the respondent agrees that (1) the Agency may copy and distribute the response for purposes of reviewing the response or to respond to requests for public records, and (2) that such copying does not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the responses.

1. PUBLIC RECORDS

With the submission of a response, each respondent agrees that information submitted in response to this RFI will be treated as public information by the Agency and that no part of the response will be treated as confidential. The Agency’s release of information is governed by Iowa Code chapter 22. The Agency will copy public records as required to comply with public records laws.

1. Release of Claims

With the submission of a response, each respondent agrees that it will not bring any claim or have any cause of action against the Agency, or the State of Iowa based on any misunderstanding concerning the information provided herein or concerning the Agency’s failure, negligent, or otherwise, to provide the respondent with pertinent information as intended by this RFI.

1. Choice of Law and Forum

This RFI is governed by the laws of the State of Iowa without giving effect to the conflicts of law provisions thereof. Respondents are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFI shall be brought and maintained in the appropriate Iowa forum.