

Questions and Answers
RFP's
7-1-11 to 6-30-13

Question	Answer
Community Partners	
Resource Parent Appreciation	
1. What is resource parent appreciation?	It is events held by regions to show appreciation to foster parents for their commitment and efforts with foster children. The events may be banquets or picnics depending on what the region chooses to do.
2. What is the "Administrative Resource Parent" in the subcontractor section?	Administer Resource Parent Appreciation funds for the Region and collect 7.5% administration fee. The CPCS agency will oversee the claims for any resource parent appreciation within the region.
3. What is the reasoning behind putting the 7.5% Resource Appreciation into the CP, since it is home visiting services we provide and not foster care services?	The Resource Parent Appreciation was included into the CP RFP in order for DCS to have one contract with the region to pay the claims.
4. In the Community Partners grant the 7.5 % for Parent Appreciation Event, what does that entail, how do we put that into our budget and 7.5% of what amount do we use.	CPCS agencies do not need to account for the funds in their budget. They will be responsible for paying and receiving reimbursement for the claims from a non CPCS fund.
Budget	
5. What is the administrative rate or percentage that is allowed for CP-is it different then the prevention rate of 7.5%?	There is no cap for administrative costs. Agencies should include reasonable costs and submit in the budget.
6. How do we know what the budgets are for Community Partners?	They are on the DCS website, Attachment K. (http://www.in.gov/dcs/3156.htm)
7. Where do we find Allocation amounts for Regions for CPCS and what the difference between year one and year 2 are going to be?	They are on the DCS website, Attachment K. (http://www.in.gov/dcs/3156.htm)
8. Can a minimum amount of the 40% be set for subcontracts such a \$5,000 or \$10,000 for providers/service?	The Regional Services Councils set the priorities for these funds. The Council could also set a minimum amount.
9. Will CPCS funds roll over from the 1 st year to the second year, since funding in many regions is reduced in the 2 nd year?	No, the budget will not roll over.
10. Does the community partner's rate include the IV-B monies?	Yes it does, the budget is all inclusive.
11. There is not enough dollars to actually service 50% of the families, referrals for out numbers the dollars available? How do we meet the 50% goal?	CPCS agency needs to identify the target population for the Region and spend the money appropriately by offering short and long term services. DCS central office staff will provide technical assistance.

12. In the Community Partners grant attachment B states Application instructions coming soon? When will that be coming? Or since it is online is that not coming this time?	Attachment B will be on the website as soon as it is available.
13. In Community Partners, the quarterly basis reports of fundraising reports, will "in-kind" count?	"In-kind" contributions can be included for review. However, this does not replace the expectation that the Community Partners agency seek other sources of funding to increase prevention services in the region.
14. What does it mean in the community partners packet on page 2. Develop additional funding and financial support? Is this mean there is a match? Is the provider supposed to fundraise for this program and include a fund raising plan for the region? Will in kind services provided by the partner(s) be included in this? Please explain the intent and concept.	There is no match required. It is encouraged for CPCS agencies to aggressively seek additional financial support as well as "in-kind" contributions. The intent is to create a relationship between CPCS agencies and regional resources to enhance their ability to serve families.
15. Is attachment K the allocated amount of funding for CPCS for this RFP period?	Yes.
16. Regarding the budget narrative noted in the information above –is this something in addition to the budget attachment (E), if so is there an example that will be provided regarding the format and content required???	No, the budget narrative is attachment E. In the online application, it is referred to as Budget document.
17. To be clear on the information noted above, the prevention funds (40%) should be included with the operating CPS budgets for each region on the consultant and contract services section or do they require a separate budget??	No, the 40% budget for Other Prevention Services does not require a separate budget. It should be included in the budget narrative (A.3 Consultant and Contract Services for Community Partners for Child Safety and Other Prevention Services), with the total allocation.
18. When will the regional Service Council decides how much of the 40% can go back into operational? This would make a difference in budgets submitted for CPCS.	The Regional Services Council will decide the prevention priority needs for the Region, and on their timeline for decision making, they will address the funding needs.
19. Can you explain how the contractor charges the 7.5% Administration fee for subcontracts for the "Prevention" and "Resource Parent Appreciation events" for the region?	The CPCS agency will include the 7.5% fees when they submit their monthly claim. Subcontractors will include their administration fees in the proposal to the CPCS agency and the RSC.
20. Does the contractor include an additional 7.5% of the cost billed by the subcontractor onto their invoice to DCS?	Yes.
21. Can you explain how to complete sections "H" Full Time Equivalents by Position on the budget?	Cumulative accounting of staff, by position, and the resultant number of full time equivalent employees as defined by the CPCS agency.
Application Process	
22. If you are applying for more then one region for this service, how do you do one budget since each region has a set amount of dollars for that region.	Each region will need to have two budgets submitted, one for year one and one for year two. The budgets have to be specific to the region.

<p>23. If we are submitting CPCS proposals in multiple regions, we only submit 1 proposal for all or 1 for every region?</p>	<ul style="list-style-type: none"> • There is a maximum of one application per agency for this RFP. • There is a maximum of one provider narrative per agency for this RFP. • There is one service narrative per region that the CPCS agency is applying for. • There are two budget summaries per region, one for the year one budget and another for the year two budget.
<p>24. In Community Partners, how do we submit for new regions vs. region we currently are serving?</p>	<ul style="list-style-type: none"> • There is a maximum of one application per agency for this RFP. • There is a maximum of one provider narrative per agency for this RFP. • There is one service narrative per region that the CPCS agency is applying for. • There are two budget summaries per region, one for the year one budget and another for the year two budget.
<p>25. How do you apply for more then one region for the community partners contract?</p>	<ul style="list-style-type: none"> • There is a maximum of one application per agency for this RFP. • There is a maximum of one provider narrative per agency for this RFP. • There is one service narrative per region that the CPCS agency is applying for. • There are two budget summaries per region, one for the year one budget and another for the year two budget.
<p>26. In community Partners, do you submit proposals for all regions or the same proposal to each region?</p>	<p>The provider narrative can be the same for all of the regions, but the service narrative and budget narratives need to be specific for each region that is being applied for.</p>
<p>27. Who decides and scores subcontractor applications? Is CPCS involved or is it jus the RSC?</p>	<p>The RSC will determine the prevention priority needs, and the CPCS agency will issue the RFP to meet the priorities and will score and select the providers. The CPCS agency will provide quarterly outcome reports to the RSC. If the agency would like to provide a program it operates within its agency, the agency should submit a proposal to the Regional Services Council for their consideration.</p>
<p>28. If writing 1 RFP for several regions and two budgets are needed for CPCS, do you submit 2 budgets per region served and attach to the submission?</p>	<p>Yes, two budgets need to be submitted for each region, the first for year one and the second for year two.</p>

General Questions	
<p>29. Are Prevention Services supposed to be “secondary” services only? Can they be primary?</p>	<p>According to Prevent Child Abuse Indiana: Primary Prevention - Programs and services designed to promote the general welfare of children and families. Secondary Prevention - Services identified and provided to families who are at high risk for abuse.</p> <p>The CP Service Standards state that “The service will provide home based case management services to connect families to resources to strengthen the family and prevent child abuse and neglect.” The Regional Services Council will set the priority for Subcontracted services. They may identify primary or secondary services.</p>
<p>30. How do you do you projection of clients to be served, for each region or total?</p>	<p>The projected clients should be determined by looking at the eligible population in the region and also the number of clients the agency proposes may be served within the budget provided.</p>
<p>31. What does the section mean that says we are to show quarterly to the DCS staff new monies obtained for community partners services? Can this be explained please?</p>	<p>DCS is encouraging CPCS agencies to seek alternative funding for CP programs and the agency is expected to provide quarterly reports on any efforts being made.</p>
<p>32. Currently in Region 6, Children’s Bureau subcontracts to county based agencies to provide the home based work for CPCS. What model is being considered for the 2011-2013 contracts for Community Partners for Child Safety; keeping the workers internally or having them subcontracted? If it is to be subcontracted, can the Agency that has been awarded the contract, have an employee provide the service for that particular county? Example: If an agency in Howard County was awarded the contract for CPCS, can an employee from the awarded Agency provide services in Howard County or would a subcontracted agency have to provide the service?</p>	<p>According to the CPCS Service Standards: “Neighborhood Liaisons must be employed, by the CPCS agency, to utilize DCS approved assessment tools, provide home based visitation, refer family to community resources and provide on call crisis intervention.” In the example, the awarded Agency would have to provide neighborhood liaisons to provide the services in every county of the region. Additionally, CPCS agencies have the authority to subcontract CPCS services and other Prevention Services with the approval of the RSC.</p>
<p>33. What is meant by the term “evidenced based practice model” in the outline for the Service Narrative when dealing with Community Partners.</p>	<p>The DCS Practice model is evidenced based. For further information on this topic: http://www.in.gov/dcs/index.htm http://www.childwelfare.gov/ http://www.socialworkers.org/practice/adolescent_health/shift/case.asp</p>

34. There is a typo in the attachment titles "E" & "F". Both come up as "F" in the community partners packet.	This has been corrected and the corrected version is now posted to the website at: http://www.in.gov/dcs/3156.htm
35. Respite Care was not a service standard for the next cycle. Is it something that is going to be subcontract out through community partners?	Respite Care was not included in the RFP. If the Regional Service Council identifies Respite Services as a prevention service needed in the region, the service would be subcontracted.
Evaluation	
36. How will you measure 75% improvement in the NCFAC since the tool does not have an overall score for all domains?	Evaluation of the NCFAS data is under advisement with DCS and its appointed evaluator.
37. Does the DCS provide the client database system at no cost to the contractor?	Yes.