

## **Intensive Family Preservation Services RFA #09001-19 Questions and Answers**

**Must we apply for the entire region or can we just apply for one or more county/ies?**

Per the language on p.3 of the RFA below:

*NC DSS has allocated a dollar amount for each region of the state. Please see Appendix D for the state map with the delineated 11 regions and the funding allocated for each region. Applicants are required to serve all counties in each region. Applicants are not allowed to submit an application to serve a portion of a region.*

**Are for-profit organizations excluded from the IFPS RFA?** For-profit organizations are not eligible to apply for the Intensive Family Preservation Services Request for Applications.

**Who's allowed to be a subcontractor? Do subcontractors have to be nonprofit as well?** IFPS services may be subcontracted as long as they follow the RFA requirements, including being non-profit.

**What are some examples of approved tools for mental health referred cases? Can these services be sub-contracted out as well?** There is not a list of approved tools for mental health referred cases. If awarded, the contractor must seek approval for its tool(s) from NC DSS. Mental health referred cases may be subcontracted.

**Should the Anticipated Revenue Summary form be completed for the entire agency or only for the IFPS proposal? Should the "Total Grant Funds Requested" be for each individual region for the full 3 years, or for all regions combined for all 3 years, assuming the agency is submitting proposals for multiple regions? Is the "Current Year" defined as Fiscal Year 2015/2016 and "Next Year" defined as Fiscal Year 2016/2017? Complete the form per program/region for 2 years: SFY15/16 (current) and SFY 16/17 (next).**

**Can you verify that form DSS-6844S (budget form) is not needed, only the budget narrative?**

Per the bidder's webinar and language on p.23 of the RFA:

*Applicants are not required to submit a line item budget because funding amounts are determined by NC DSS and payments are made at a preset amount per family served; however, applicants must submit a budget narrative explaining how their expenditures will help the IFPS program meet its deliverables.*

**Is a "Capacity Checklist" required?**

No, a Capacity Checklist is not required for this RFA.

**Are there plans for the training for Intensive Family Preservation at the beginning of the contract period? Has it already been decided where the training for new**

**IFPS staff will be held, and if there will be more than one offered?** The training staff are aware of the need to provide an IFPS training as early as possible in SFY16/17. The exact location and date of the training will be determined once the awards have been announced to accommodate new contractors if needed. There are usually 4 trainings per year.

**What is the expectation related to “equal access” for counties for referring to the service? Is this on a first come, first serve basis, or is it the total number of cases to be served, divided into the counties with each having a % of cases that can be served?** There is not a formula relating to “equal access”, although contractors are required to market their services to all counties in their region and to make an effort to ensure services are provided as equitably as possible.

**Can we submit MOAs that were on the old format?**

Per the language on p.19 of the RFA:

*Applicants must use the MOA form in Appendix F.*

**Are faxed and/or scanned version of the required MOAs acceptable for proposal submission?** Since the RFA does not specify that MOAs be originals, applicants may acquire them via fax, email, etc.

**We have received responses from county DSSs stating they will not sign an MOA for any provider for this RFA as they do not endorse one provider over another. How will this affect our proposal?**

The instructions on the MOA form state, *“The County DSS may complete memorandums of agreement (MOA) with more than one applicant, and it may also decline to complete a MOA with a particular applicant if it chooses. Applicants are expected to include MOAs in their application. If MOAs are missing, application reviewers will deduct point(s) from the scoring sheets that help determine which agency receives the award.”*

Also, in the text of the form, it states, *“County Department of Social Services (County DSS) agrees to support the applicant, (insert name of agency), in the provision of Intensive Family Preservation Services per the Request for Applications (RFA) #09001-19 from the North Carolina Division of Social Services ... The County DSS agrees to provide referrals and collaborate with the applicant in the event that the applicant receives the award to serve this county.”*

It is the responsibility of the applicant to provide any information that the counties need/want in order to feel comfortable completing the MOA. If an applicant is missing MOAs from counties in their proposed region, the applicant will lose points according to the formula on the Reviewer Scoring Sheet.

**A team consists of 1 supervisor to 4 workers. Considering regions cover multiple counties, how many teams allowed under each region?** This question draws attention to an error in the RFA. Page 11 states a requirement of 4 workers per 1 supervisor, but

page 12 states a limit of 5 workers per 1 supervisor. The correct ratio is 5 workers per 1 supervisor. Contractors may have as many teams as needed per region to meet this requirement.

**Based upon the funding allocation for regions, can a team have a .5 supervisor and also carry a caseload of 1?** This question is confusing, but I think the previous item may answer it.

**Are the flex funds averaging \$315 per family part of the \$6,300 allotted to each family?** Yes

**Is there start-up funding available to cover expenses incurred for trainings, salaries of new workers, purchasing of needed equipment, etc. prior to beginning active IFPS services to families?** No

**If we apply for regions where we currently do not provide services, can we include letters from “consumers” in the regions where we do provide services?** Yes

**Do citations count in the page number allowed for each section?** No

**Does the supervisor "shadowing a full case" mean each worker shadows the supervisor for 20 hours of the service period for a family before being assigned cases? Is an IFPS worker required to be shadowed by a supervisor for 20 hours of the service period for a family before being assigned cases?**

Per the language on p.12 of the RFA:

*Each new IFPS worker shall shadow the supervisor for at least 1 case, and be shadowed by the supervisor for at least one 1 case, before being assigned cases. (Shadowing shall be defined as accompanying the person responsible for the case on at least half the home visits to the family.)*

The RFA does not specify the number of hours required for shadowing (although it would be approximately 20 hours).

**At the bottom of the Face Sheet is the chart below. It is unclear how to fill it out.**

Please fill it out as follows:

(1) Service	(2) Service Code	(3) # of Persons Served	(4) # of Units of Service	(5) Definition of Unit of Service
Intensive Family Preservation	N/A	N/A	<i># of families per proposed region</i>	Family with child(ren) at imminent risk of removal

***Thanks for your interest in applying for the Intensive Family Preservation Services awards!***