

State of Arkansas Department of Human Services

BID: 710-20-0003

Attachment B

Written Questions

Instructions
This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.
Instructions: Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	<i>J. vendors may submit multiple bid</i>	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1	Page 8 of 13 bid solicitation document 1.13	TANF grant funded funding	what expenditures are allowed with the TANF funds beside the salary of the 1 employee? which categories of expenses for office space, travel, supplies and job training materials for participants, administrative support related to reporting and supervision etc. are allowable expenses?	<i>Along with salary, any activity conducted by the dedicated vocational staff member is allowable for reimbursement up to \$100,000 so long as said individual is solely engaging in activities that are tied to job and career coaching for youth participating in diversion or community re-entry programs. Any activities tied to non-vocational work will be subject to audit and repayment if it is determined that the staff member has engaged in outside work.</i>
2	page 5 of Performance indicators Post-Residential Re-entry C.1	Contract shall attend all Treatment Team Staffing	Is participation by phone acceptable?	Yes
3	page 7 of Performance indicators Post-Residential Re-entry E.8	Transportation	what transportation services are required? Is this referring to transporting the youth or families members to access services within our local service area as outlined on the re-entry plan?	<i>1) See page five for definition. 2) See page 5 for definition.</i>
4	page 6 of Performance indicators Post-Residential Re-entry E. 3 & 4	ILS groups frequency and parenting group frequency	<i>ILS and parenting groups generally follow a schedule of lesson plans or group topics. A youth or parent may complete the curriculum in a month or so. Are you requiring that the youth/parent continue to attend these during the whole 6 months of re-entry or does the frequency refer to how often a provider is to conduct these meetings?</i>	<i>Frequency is how often is the group is held. No a youth/parent is not required to attend these for the whole 6 months though the youth/parent is expected to complete the entire program curriculum.</i>
5	page 6 of Performance indicators Post-Residential Re-entry E. 3 & 4	ILS groups frequency and parenting group frequency	<i>In rural areas it will be difficult for youth and parents who often live many miles apart from other youth and parents to participate in GROUP settings. Is it OK to provide these services to individual youth and or parents?</i>	Yes
6	page 6 of Performance indicators Post-Residential Re-entry E.2	CBT Groups	<i>In rural areas it will be difficult for youth often live many miles apart from other youth to participate in GROUP settings. Is it OK to provide these services to individual youth?</i>	Yes
7	page 7 of Performance indicators Post-Residential Re-entry E.5	Attendance and participation in case coordination	Is attendance by phone acceptable?	Yes
8	page 7 & 8 of Performance indicators G Vocational services	Regarding services G1-G6	Are all re-entry youth eligible for these services or do they have to meet other TANF requirements?	<i>Yes, all re-entry youth are eligible.</i>
9	page 7 & 8 of Performance indicators G Vocational services	Regarding services G1-G6	Are court referred youth eligible for these services or only re-entry youth?	<i>See Attachment C: Performance Indicators page 5.; 4. Post-Residential Services</i>
10	page 17 of 30 Bid Solicitation C 6	Regulations referenced	where can we find regulations referenced in item 6?	https://www.acf.hhs.gov/ofa/programs/tanf/laws-regulations

11	page 18 of 30 Bid Solicitation 2.5 A	Staffing Requirements: Items required related to current staff	will an excel sheet listing all staff with qualification, experience and job duties meet this requirement OR are you requiring a separate resume page for each staff member?	<i>Yes, though it must contain all information in 2.5, A. including individual resumes.</i>
12	page 18 of 30 Bid Solicitation 2.5 B	Training of employees,	Are you requiring that we include a copy of policies and procedures as part of the response packet OR is this to be provided to DYS after the contract starts	<i>Policies and Procedures must be provided to DYS after contract start.</i>
12	page 18 of 30 Bid Solicitation 2.5 C	Bidder SHALL submit a proposed plan to on-board required staff within 45 days of contract.	Do you want the Plan to have TANF staff person in place within 45 days submitted with the proposal, OR does this mean you want a plan submitted within 45 days after the contract is awarded?	<i>Plan must be submitted to DYS within forty-five (45) calendar days of the contract start of date.</i>
13	Technical Response Packet - INFORMATION For EVALUATION	* Do not include additional information if not pertinent to the itemized request.	The itemized requested information only references 2.2 (A) 2.4 and 2.5 (A) and the instructions specifically state "Do not include any additional information not pertinent to the itemized list. Are you not requesting any information related to Bid Solicitation pages 15-17 Scope of the Work 2.3 (A) or 2.2 (B) ?	<i>No.</i>
14	RFQ Bid Solicitation Document, Pg. 12, 1.29 Schedule of Events	Date and time for Bid closing- April 10, 2020 @ 1:30 PM CST	Due to restrictions that many agencies are facing because of the Corona Pandemic, is the due date likely to remain the same?	<i>See Addendum 3.</i>
15	RFQ Bid Solicitation Document, Pg. 18, 2.4 Community Collaborations and Partnerships	As part of bidder's proposal, bidder must submit a draft community partnerships matrix with letters of support from each proposed partner.	Are we required to submit 1 letter of support from EACH proposed partner or should this be 1 from each category of proposed partner. For example, if we have 10 partners from 4 different categories (judicial system, licensed substance abuse treatment provider, law enforcement, advocacy organization, etc.), should we submit 10 letters or 4?	<i>Ten (10). If a partner appears on your matrix, submit a corresponding letter</i>
16	RFQ Bid Solicitation Document, Pg. 18, 2.4 Community Collaborations and Partnerships	As part of bidder's proposal, bidder must submit a draft community partnerships matrix with letters of support from each proposed partner.	Due to many agencies closing or requiring/allowing staff to work remotely, will there be any leniency or adjustments made to the requirement for the Letters of Support?	<i>Submission must conform to RFQ. Wet signatures are not required.</i>