

QUESTIONS AND ANSWERS

2016 INTENSIVE SERVICES FOR YOUTH WITH INTELLECTUAL/DEVELOPMENTAL DISABILITIES

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

Phone number and contact

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- 1. Can an agency submit for more than one bid? May we apply for 2 different regions? Northern (Somerset) and Southern (Camden)?**

An agency can bid for the 2 awards for a total of 30 beds. The distribution of those awards will be granted to 2 agencies, each with a 15 bed minimum, **OR** to one agency for all 30 beds.

- 2. On page 30 Re: Accreditation: It is a preference of CSOC that applicants to this RFP are Joint Commission, COA, or CARF accredited. Do you want the entire report?**

No, DCF only requires a copy of the letter from the accrediting body regarding the agency's accreditation status.

- 3. Is it the expectation for the provider to own homes or is leasing homes preferable?**

It is agency's prerogative.

- 4. If a provider is only awarded 15 beds, what is the expectation on the positions which are a "fulltime position dedicated to the program"?**

The agency needs to have the requisite staff based on the youth's needs. The minimum staffing requirements are per 15 beds.

- 5. Since “inclusion of restraints as a potential intervention in a treatment plan is prohibited”, what are the approved methods of managing a crisis? Is the expectation that the police would be called? Can physical restraints be used in an emergency?**

Restraints should never be included as part of a treatment plan. There are several certified interventions that you may utilize to ensure the milieu staff have the necessary skills and tools to meet the individualized needs of the youth to prevent situations that would necessitate a safety issue/concern of the youth and staff. The treatment plans must incorporate planned interventions to address crises that a youth might present. Please refer to the **6 Core Strategies to Reduce the Use of Seclusion and Restraint** outlined on pages 12-13 of the RFP and develop your plans accordingly. While there may be situations where the police should be called, the reliance on law enforcement shall be monitored as part of the program monitoring and if excessive may result in findings that the agency and its staff are not properly trained or motivated to use other methods. The proposal must provide the alternatives that your staff shall use to de-escalate these situations without the threat or use of police interventions through proper training and agency management evaluation each time law enforcement is called. All efforts need to be made that ensure the safety of the youth and the staff.

- 6. If we apply for the maximum of 30 beds, would we still be considered for award for the smaller 15 bed capacity or do we need to choose one or the other?**

No, you would need to submit 2 bids, as there are either two awards of 15 beds or one award of 30 beds.

- 7. What is the vacancy rate of other RTC IOS operated through CSOC?**

This is not an RTC IOS. Currently, DCF expects to fill the beds for this program based upon current need. However, as stated in the RFP, CSOC does not guarantee 100% occupancy.

- 8. Are the homes zoned/classified as R-3 or R-5 (Residential) with town in regards to NJ Uniform Construction Code?**

It depends, please consult with your agency’s counsel and/or the local zoning board. Although the requirements of the building code are state-wide, they are subject to interpretation by each individual county.

It is recommended that you inquire to the county or counties where you intend to open the homes.

9. The rate is fee for service and is all inclusive but does rate cover housing costs or the down payments on the purchase of the homes?

The rate is inclusive for all services, including room and board. Costs associated with down payment and/or principal portion of mortgage payments is not allowable. The portion of the mortgage payment which is for interest for the period is allowable as a cost of the reporting period to which it is applicable. The principal portion of the payment is unallowable as a contract cost. Please refer to Contract Reimbursement Manual for allowable costs (Section 4).

10. START UP ALLOWS FOR 5% - Does this allow for furnishings, fire alarm system?

Yes. Please refer to pages 31 and 47 of the RFP.

11. The RFP does not specifically mention a fire suppression system but does one need to be installed such as a sprinkler system?

The home must conform to the requirements of the building code in the county in which it is located. Although the requirements of the building code are state-wide, they are subject to interpretation by each individual county. It is recommended that you inquire to the county or counties where you intend to open the homes.

12. Do the homes need to be within a specific mileage radius of each other?

No. CSOC will not require a specific radius among houses. Agencies will use their creativity and inform us how they intend to implement the program.

13. When will the notification of award be announced?

The award announcement will be made after all eligible proposals have been evaluated and scored and a funding recommendation is approved by the Commissioner of the Department of Children and Families.

14. Are you looking for home-like single family dwellings in a campus style setting, a community setting or a hospital like setting?

We are looking for a peaceful and comfortable environment conducive to meeting the needs of the young people being served by this program. A-campus-like environment is possible if it satisfies that goal, but a hospital-like setting is definitely not an option.

15. What are the requirements to comply with the ADA option?

Access to at least one house on the campus or in the community based setting must be barrier free (for example ranch home with no steps). Wheelchair ramps will need to be installed for any other type of home. At least one bedroom and full bathroom must be located on the first floor and be barrier free, as well as all common areas within the home.

16. Is there a region of New Jersey that is preferred for these homes? Can one home be located in one region and the other located in a completely separate location?

No, there is not a preferred region. Yes, one home can be located in one region and the other can be in a different location. Your proposal must address how the distance will be managed.

17. As far as the staffing requirements, our agency staff already provides the same types of services that are being requested in this RFP; however, they do not have the credentials specified in the RFP. This can pose a financial difficulty or potential lay-offs for current staff at our agency. Can staff be in the process of obtaining the specific credentials? Are you willing to modify some of the position requirements?

No. Please also note that this program cannot supplant existing programs.

18. Can you clarify the credentials required for the behavior tech position? On page 20 of the RFP it states BCBA, while on page 62 it states BCMA.

Please see page 62 regarding "Behavior Specialist" and page 63 regarding "Behavior Technician" for more information. We purposely left this open for the agency to make this decision, as other levels of staff can do the same job. You must present within the RFP how you will approach the requirements.

19. Can our agency collaborate with another agency who is not in attendance at this bidder's conference?

Yes, provided that a representative from the lead agency signed in and attended the bidder's conference.

20. Can you clarify whether the 5% startup may be used for leasing?

The 5% startup costs can be used in the best way the agency sees fit. Your proposal must provide information about how you will spend these funds.

21. In reference to the occupancy rate, do you anticipate occupancy to be at 100%?

CSOC data indicates the need for additional programs for this population however we do not guarantee full occupancy.

22. Because the agency will be paying their staff regardless of occupancy, this could cause financial distress to the agency; will there be some consideration for reduced occupancy?

There will be no financial consideration for reduced occupancy in this RFP.

23. If there was a campus type setting, could the three homes share a commercial kitchen?

This is part of the creative process of this RFP. This is up to the agency to decide and present within your proposal.

24. How long do you anticipate a youth will stay in the program?

The length of stay should depend on clinical information and realistic expectations as well. The goal of the program is to successfully transition the youth back to their home. The youth's transition is a joint decision of the Child Family Team/Joint Care Review. The CSA will provide an impartial review of the level of care as well.