

QUESTIONS AND ANSWERS

Children's System of Care (CSOC)

2024 RFQ Intensive In Home Individualized Behavioral Intervention Supports and Services for Youth with Intellectual and/or Developmental Disabilities

Written questions related to the content of this RFQ were due on **Friday, November 8, 2024.**

A non-mandatory conference was held on **Tuesday, October 29, 2024.**

Written technical questions about forms, documents, and format may be emailed to dcf.askrfp@dcf.nj.gov. at any time up to the due date for the responses.

All responses must be submitted ONLINE.

To submit online, respondent must **first** complete and submit an Authorized Representative (AOR) registration form: AOR Registration Form

AOR Registration forms must be received by **Wednesday, December 4, 2024.**

All responses must be received by **Wednesday, December 11, 2024 (by 12:00 NOON)**

QUESTIONS

1. Q. Is this new contract for *existing* providers who have already obtained an IIH-B contract with DCF/CSOC? Is this new contract different from the existing IIH-B contract?

A. This is an RFQ for *new* IIH-B providers. Existing IIH-B providers contracted with DCF-Children's System of Care do not need to apply.

2. Q. Do we need to apply for another Medicaid provider ID number on the NJMMIS website and use a different NPI for the IIH-ABA services since we already use a different NPI and Medicaid ID for the IIC/BA services we already provide. If so, should we be selecting the DDD or ABA Treatment Providers or ABA Treatment Providers Addendum.

A. Applicants that are IIC providers will need to obtain a new NPI and Medicaid ID to provide IIH-B services. If an applicant is selected to provide IIH-B services through this RFQ then DCF will send them a Medicaid application to complete. Providers should not go to the MMIS site to retrieve the application.

3. Q. Does the department have a desired or required timeline for the provision of behavioral staff following a request?

A. It is imperative that families receive services in a timely manner. If services have not been initiated within thirty (30) days of authorization, the Contracted System Administrator (CSA) must be notified of the reason for the delay.

4. Q. If we are approved through Medicaid and have a Medicaid number do we need to repeat that process?

A. After the Evaluation Committee reviews your RFQ response and DCF determines you meet the qualifications, you will receive a welcome email from CSOC. Then you will receive an application through the Medicaid unit to apply for a separate Medicaid number as an IIH-B program. The IIH-B program will need its own Medicaid number. If you currently have an IIC Medicaid provider number, you will need to complete a new Medicaid application for IIH-B. Please do not download an application directly from Medicaid; if selected to provide services, CSOC will send everything that's needed to complete the application.

5. Q. We submitted our RFP but haven't received a response?

A. We don't screen and evaluate the responses to the RFQ until the deadline (in this case, December 11, 2024). We review them altogether.

You will receive an email notification from FTP confirming that the application was uploaded successfully. DCF does not send emails notifying you that your application was received. You should confirm that what you uploaded in FTP is correct before the 12:00 Noon deadline.

6. Q. Can we submit the RFQ early, by December 2nd, before the AOR deadline?

A. Yes, you can submit the RFQ by December 2, 2024, as long as you get it in by December 11, 2024, the application deadline. Please email dcf.askrfp@dcf.nj.gov as soon as possible to submit your AOR form before December 2, 2024, and **request early access**. FTP access needs to be provided before you can submit the RFQ.

7. Q. Since staff are required to have ABA licensure, is that a requirement from day one or is there a timeline?

A. This is a new requirement and the application for the license was recently posted. As of now no compliance date has been announced, but once it is made public CSOC will work with providers to ensure they are licensed within a timely manner.

8. Q. Is there a bid solicitation number?

A. No, there is no bid solicitation number.

9. Q. When will the contracts be awarded (to assist in creating a timeline for implementation)?

A. We cannot guarantee a date of contract award. Your timeline can be proposed. The RFQ states that respondents awarded a contract should ensure their program is operational within sixty (60) days of contract award, but the dates don't have to be exact.

10. Q. Are BCBA's the only ones that can write progress notes, and not Masters Level Clinicians?

A. Licensed BCBA-D, BCBA or BCaBA (under the supervision of a BCBA) can conduct assessments and complete progress notes.

11. Q. Is UKERU's Restraint Free approach an acceptable form of Crisis Management for I/H-B services?

A. CSOC does not promote any particular approach or model of crisis management. The Ukeru model is neither endorsed nor prohibited by CSOC.

12. Q. Is the Certificate of Employment Report the same as the Affirmative Action Certificate?

A. No. You will need file a report with Treasury in order to receive the Affirmative Action Certificate. If you are a new organization and have not filed a report with Treasury, you can submit your Certificate of Employment report to us in this response because it will be your first time. Going forward you are required to have an Affirmative Action Certificate from Treasury. The link to Treasury's site in the RFQ will provide more details.

13. Q. If we already provide ABA services (through insurance and MCOs) and are ready to take referrals immediately if we are awarded the contract, will a generic implementation plan be acceptable since all we really need is the contract and to let our referral sources know?

A. You will just have to provide the contents of the implementation plan that you are already providing for ABA services and verify that the requirements line up with the RFQ. Please note you will still need to complete a new Medicaid provider application through CSOC even though you are an ABA provider for the MCOs.

14. Q. Can you give us an idea of the expected case load for this RFQ?

A. It will depend on the compacity of the agency, the need in the community you serve and your relationship with the Care Management Organization (CMO) and Mobile Response Stabilization Services (MRSS) in your county. All of the referrals that you will receive will come from the CMO or MRSS. Building relationships with your county CMO and MRSS is vital to your success in providing the services in the RFQ.

15. Q. Can you please share the rates slide again?

A. The rates are located on page two (2) of the RFQ.

16. Q. Is there a quota to meet or minimum number of individuals we will need to support?

A. No, there's no minimum number.

17. Q. How many providers are expected to be selected?

A. There is no limit to the number of providers that may be selected. This service is needed, and we just want to make sure quality services are made available to our families. You must meet all the requirements of the RFQ process to be selected.

18. Q. I understand Report of Expenditures (ROEs) are required, are organizations able to keep any retentions/profits reported in the ROE? I just want to confirm that any retention of funds isn't expected to be paid back to the funder.

A. This is a fee for service. All funds are paid through Medicaid reimbursement.

19. Q. We completed our AOR. When will we receive further instructions?

A. The AOR is due no later than Wednesday, December 4, 2024. Instructions are normally sent shortly after the AOR due date. If you need to submit your RFQ before December 11, 2024, please email dcf.askrfp@dcf.nj.gov and request early access. FTP access needs to be provided before you can submit the RFQ.

20. Q. Can we select the services we would like to provide instead of offering all 5 since they need various types of personnel? (BCBA-D, BCBA, BCaBA, BT)

A. It depends on who you have on staff and who you may recruit to provide the services. There is no requirement on the type of services you provide as long your staff have the minimum requirements to provide the services per the RFQ.

21. Q. Is the AOR due December 4th or November 4th?

A. The AORs are due Wednesday, December 4, 2024.

22. Q. Are we able to upload if we are out of the country?

A. No. You can only upload and access the FTP site within the United States.

23. Q. Any idea when ISS will be open? I have CMOs asking me for those services all the time.

A. We currently don't have any plans to open that up.

24. Q. New Agency may not be able to provide 3 letters of reference or tax information does this serve as a disqualification? Would this be acceptable if a new agency cannot provide those documents?

A. When you submit tax information you can include an explanation as to why you're not including tax documents, but don't leave the section blank

or unspent. IIH-B RFQ requires 1-3 letters of support, so one (1) letter is enough.

25. Q. We currently hold a contract with DCF- offering services, have a Medicaid number and work with Performed Care, will we need to re-apply for this RFP? Is it different than the current BCBA/ABA services that we offer?

A. If you are already contracted to provide IIH-B services through CSOC, you do not need to file a response to this RFQ and re-apply to offer the IIH-B Services.

26. Q. Will the referrals be received via cyber or will providers work directly with the insurance providers.

A. IIH-B services can only be accessed through the Care Management Organization (CMO) or Mobile Response and Stabilization Services (MRSS) unit by youth who are found to be DD eligible by PerformCare. The referral your organization would receive for the IIH-B services would come directly from the CMO or MRSS organizations.

27. Q. The RFQ states on page 18 that service delivery must be face to face and require EVV. I understand that is necessary for the behavior technician that will implement the behavior plan, but my question is would the BCBA be able to provide telehealth services?

A. All IIH-B Services are to be delivered face to face/in-person in the youth's home and/or in community-based settings, and not in provider offices or office settings. IIH-B services are not to be provided via telehealth.