

QUESTIONS AND ANSWERS

2020 RFP: Group Home Level 2 for youth with Intellectual/ Developmental Disabilities (GH 2 I/DD), AGES 12-16 and 14-17

Questions? Email us anytime at dcf.askrfp@dcf.nj.gov

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Deliver proposal to: 50 East State Street, 3rd Floor, Trenton NJ

Special Notices

BID DUE DATE EXTENSION

Bids now due December 15, 2020 at 12:00PM

Covid-19 Information and Requirements

It is strongly recommended that you electronically submit your proposals to minimize contact. Instructions on our FTP electronic system is outlined in the RFP.

For agencies that plan to hand deliver their proposals to DCF at 50 East State Street in Trenton, please drop off your packet in the labeled box at the security guard station in the lobby. A receipt for the delivery will be emailed to you.

Proposals will be accepted in advance of the proposal deadline. The proposal must be delivered before the deadline of 12:00 PM. Proposals received after 12:00 PM on the bid due date will not be considered.

If you have any questions, please contact us via email at DCF.ASKRFP@dcf.nj.gov

- 1. Does the budget narrative count toward the 25-page proposal narrative limit?**

The Budget section of the narrative will not count toward the 25-page proposal narrative limit, but please include it in the narrative.

- 2. Will the provider be paid \$934,400 plus \$512 per day? Or will the provider be paid \$512 per day depending on occupancy? Is the group home required to do fee for service in order to get paid?**

There is a per diem per day rate; reimbursement depends on occupancy. Yes, the group home must have children in the home and complete the services for the youth in order to be paid.

- 3. If a separate proposal must be submitted for each five-bed program site, does the second proposal need to be changed, or can the same proposal be submitted twice?**

There are some sections that may be similar, but each proposal must be site and county specific. The specific program must be addressed and include information related to region/county, age range, gender, and IQ range.

- 4. Is there a possibility that the individual could stay in the home permanently?**

No, that is not the goal of this program.

- 5. Once the contract is over, how could the group home continue to make sure they have occupants in the home?**

There is no guaranteed occupancy for these homes.

- 6. Can the group home accept other children from different agencies to fill the home?**

No, GH 2 I/DD referrals will come exclusively through PerformCare in coordination with the CSOC Office of Residential Services.

7. The pandemic has changed things with the education system. Many schools are now doing virtual learning. Is that acceptable?

Please carefully review the education requirements in the proposal, which requires a clear description of planning and activities around educational requirements, irrespective of a pandemic. Guidance on educational issues through the COVID-19 pandemic is available at:
<https://www.nj.gov/education/covid19/>

The decision to elect remote learning, where it is offered as an option, rests with the youth's parent or legal guardian.

8. It is not clear if a home must be attained before being awarded the RFP or if the home can be attained after the award and within the time frame allotted to be up and running.

A home does not need to be attained at the time of the award. Applicants are required to provide a five-bed **program site** for each proposal. Applicants must have the first home operational within 180 days of award. If a second home is awarded, it shall be operational within 60 days thereafter (total of 240 days).

9. If we come up with our own funding, can we still go through with getting licensed?

For this project, you would need to be awarded a contract.

10. I did not see a budget line item for meals/preparation. Is this an allowable cost? If so, are the allocations factored into the overall grant allocation? Or is this a separate cost/allocation, upon approval?

The per diem rate includes food.

11. The transportation component indicates "provide transportation as needed". What are the eligible costs under this category?

The per diem rate includes transportation.

12. Is it allowable to request a "Charge Fee" from the families to assist with cost of services that are not covered under this grant and/or contribute to the cost?

No, it is not allowable to request a "Charge Fee" from families.

13. Are there current providers of this service? If so, can you share the names of these agencies in Central/Southern New Jersey?

Current agencies providing GH 2 I/DD services are Bancroft, Community Options, Inc., Oaks Integrated Care, and Special Children's Center.

14. Are there waiting lists for service? If so, how many individuals are on waiting lists per region?

Currently, there are seventeen (17) individuals authorized for GH 2 I/DD out of home services. Northern Region: Six (6); Central Region: Four (4), and Southern Region: Seven (7). CSOC is working with system partners to identify individuals for the remaining beds.

15. What is the referral process for individuals placed in these homes?

GH 2 I/DD referrals will come exclusively through PerformCare in coordination with the CSOC Office of Residential Services

Please indicate the State and public agencies involved, and their respective roles leading from referral to placement in these homes.

Care Management Organizations (CMO) submit Out-of-Home Referrals to the Contracted Systems Administrator for clinical review and authorization. CSOC's Office of Residential Services collaborates with CMOs to identify specific programs in the GH2 I/DD continuum that best meet the youth's profile and needs, including, but not limited to age, gender, region and clinical presentation.

16. Please confirm that no funding is provided for vacant but available beds.

Funding is not provided for vacant but available beds.

17. Are startup funds available for new providers of these services? For example, is there any provision to reimburse providers for the cost of recruiting, hiring, training/orienting new employees before opening the homes; and/or fund home renovations/improvements, and equipment/furniture purchases and leases?

As per this RFP on page 42, operational start-up costs of up to 5% of award are permitted. The completed budget proposal must also include a detailed summary of, and justification for, any one-time operational start-up costs. These costs should be reflected on a separate schedule.

Once the program is operational, and to support a gradual ramp up of admissions to the program, additional funding above the 5% start-up indicated above for developing the services and personnel over the first 2 weeks will be available for a maximum funding level of up to \$14,366 per home as follows to offset operational costs.

18. Is data available to indicate the potential demand for placement in these homes and the estimated time to fill a single vacancy?

See the response to Question #14 for data around potential demand for GH 2 I/DD services. CSOC is not able to provide a definitive time to fill single vacancies. However, newly awarded programs will be able to review youth in their queue prior to their formal opening. Additionally, on a continuous basis, youth who are authorized for GH 2 I/DD basis are placed in group home queues even when there is no vacancy to permit agencies to prepare for an admission before an anticipated discharge.

19. Other than the details provided in this RFP, does CSOC have any specific interest in any targeted county or township?

No, there is no specific interest in one targeted county or township.

Funding is expected for seven (7) five-bed community-based homes (total of 35 beds) serving the Northern Region (Hunterdon, Warren, Sussex, Morris, Passaic, Bergen, Essex, and Hudson Counties); Central Region (Mercer, Monmouth, Ocean, Middlesex, Somerset, and Union Counties); and Southern Region (Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, and Salem Counties).

20. How would you suggest current providers respond to this RFP who have an interest in converting 1 or 2 existing Level 1 homes to Level 2 homes AND applying for the proposed limit of 2 additional Level homes?

Applicants must submit separate proposals for each program they would like CSOC to consider for conversion from GH1 IDD program to GH2 IDD programs, as well as a separate proposal for each new program. CSOC will review and base decisions on the individual merit of each proposal, as well as overall system's needs.

21. Will priority be given to any organization responding to this RFP who may already have 1 or 2 homes available for use of this intended purpose?

Each proposal will be reviewed based on responses to the requirements delineated in the RFP.

22. Section G 10:44A provides regulations for Group Homes. Please clarify if existing processes for this RFP have changed based on the pandemic.

There are no regulatory changes or modifications to the 10:44A as it relates to the current pandemic. However, if there are any future changes or modifications, this information would be found on our DCF website:

https://www.nj.gov/dcf/coronavirus_contractedproviders.html

23. Are DCF Applications for Approval to Operate required for the opening of these new Group Homes? If so, will they be required to be submitted 30 days prior to the date of the initial inspection or based on some other timeline?

Yes, an Application for Approval to Operate will be required for all new programs and homes. This application must be submitted to the Office of Licensing at least 30 days prior to the desired date of operation.

24. Part of DCF OOL's initial licensing process is having the Life Safety Team walk through the potential Group Home to inspect and offer recommendations. Will this be part of the licensing process for the opening of these new Group Homes? If so, has this walk-through process changed as a result of Covid-19?

Yes, a courtesy inspection from the Office of Licensing's inspection team is the first step in the licensing process. There are no current modifications to this process. However, guidelines from the CDC and Department of Health along with any Executive Orders from the Governor will be adhered.

25. There is a quick turnaround for opening these programs. How quickly will DCF OOL be able to inspect programs during the Covid-19 pandemic?

The Office of Licensing diligently works with the providers to ensure programs are licensed when they have demonstrated compliance with the applicable licensing regulations and readiness for operation.

26. A youth outcome includes the requirement for a sustained need for a less restrictive environment post discharge. Will post discharge information be provided to our program?

No, CSOC will not provide post discharge information to the program.

27. A service outcome includes the completion of a "3-D" satisfaction survey at two points of the service period. What constitutes a "3-D" satisfaction survey?

A 3-D satisfaction survey measures perceived progress toward treatment goals, satisfaction with service deliverables and overall satisfaction with the program.

28. A service outcome includes the completion of quarterly "Health Checks". Can you describe what a health check includes and how it is different from the JCR?

A quarterly "health check" can occur in the context of a Child Family Team meeting and/or Targeted Joint Care Review (TJCR).

29. Will there be a competitive RFP renewal of funding process?

This is not expected at this time, but if the needs change, the contract may not be renewed. All DCF funding is subject to appropriation.

For the purpose of this initiative, the Department will make available up to seven awards for a total annualized ceiling not to exceed \$6,540,800 as funding is available and services are utilized.

Will the dollars automatically be renewed prior to the expiration of the grant?

There is no guarantee that the funding will be renewed.

Will there be a continuation grant?

If there is funding available and there are no operational issues that would cause concern, typically the funding is renewed.