

### Questions & Answers

Q	Bidder Question	DHS Answer	Section	Pg.
1.	<p>Is it allowable for a bidder that meets the requirements in Section III to work with a housing partner under this funding opportunity?</p> <p>The housing partner would own the home, but the bidder (service provider) would manage the home and be responsible for the capital costs for fire suppression, accessibility modifications, and renovations, and non-capital costs for vehicles, furnishings, and staff training under this funding opportunity.</p>	<p>It is allowable to work with a housing partner under this opportunity, but all capital requirements must be met to qualify for payment, including obtaining comparable bids prior to initiating work, and compliance with capital requirements.</p> <p>Capital funding will need to be secured by the Division’s standard capital agreement and promissory note, as well as a mortgage reflective of the Division’s position in the financing structure.</p>	IV	7
2.	<p>Is it allowable to include a table of contents? Will this count toward the 20-page maximum for the narrative?</p>	<p>A table of contents may be included. The proposal must not exceed 20 pages (not inclusive of appendices and required attachments).</p>	VI	8
3.	<p>Can the State post an editable Excel or Word version of the Budget Proposal Form?</p>	<p>The Budget Proposal Form (Attachment E) has been posted with the questions and answers.</p>	Attachment E	26-28
4.	<p>IV. Contract Scope of Work (p. 7) states, “Funding will not be released to a community provider unless the individuals leaving a qualified institution and the provider have agreed to placement, the provider is able to serve all persons in accordance with licensing standards, and the provider has secured 100% of the financing required to fund the entire project. The funding conditions must be met no later than February 6, 2026. No requests for extensions will be considered.” Does this mean that all renovations must be completed and the homes must be open and serving persons by February 6, 2026? Or, does it mean</p>	<p>Community providers must have offered placement to eligible individuals and the individuals must have accepted the placement offer in order to submit to the Division for funding.</p> <p>If funding is to be used for renovations, all capital funding requirements including securing bids, the ability to provide proof of payment, and adherence to a capital funding agreement must be in place and submitted to the Division by February 6, 2026.</p>	IV	7

	that the provider must secure all financing required to fund the entire project by February 6, 2026?			
5.	VI. Required Proposal Content, Attachments/Appendices (p. 12) states, "Audits and interim financial statements (Required Attachments #11 and #12) do not count towards the appendices' 50-page limit." Should this be Required Attachments #9 and #10?	Yes, the financial statements are attachments #9 and #10.	VI	12
6.	VI. Required Proposal Content, Attachments/Appendices (p. 12-13): Does Required Attachment 12. Budget Proposal Form (RFP Attachment E) count toward the 50-page limit for Required Attachments and Appendices?	Yes, the collective of required attachments and appendices are included in the 50-page limit.	VI	12
7.	VI. Required Proposal Content, Attachments/Appendices (p. 12-13) lists a description of all pending and in-process audits identifying the requestor, the firm's name and telephone number, and the type and scope of the audit in both sections (Required Attachments #8 and Required Appendices #7)? Could the State clarify where this information should be included?	This description may be included as an attachment or appendix.	VI	12
8.	VI. Required Proposal Content, Attachments/Appendices (p. 13) lists Copy of documentation of the bidder's charitable registration status twice (#1 and #9). Could the State clarify where this information should be included?	This documentation may be included as an attachment or appendix.	VI	13
9.	VI. Required Proposal Content, Staffing #7 asks for "The bidder's hiring policies, including background and credential checks, as well as handling of prior criminal convictions." Can these policies	Yes, these can be included as appendices. The collective submission of attachments and appendices is included in the 50-page limit.	VI	13

	be included as appendices? If so, do they count toward the 50-page limit for Required Attachments and Appendices?			
10.	VI. Required Proposal Content, Attachments/Appendices, Required Appendices (p. 13) #10. Original and/or copies of letters of commitment/support: Does the State have any requirements or guidelines for the entities that should submit letters of commitment/support and the required number of letters?	There is not a standard format required for letters of commitment/support or the number of letters required, but letters should be from a verifiable source.	VI	13
11.	VI. Required Proposal Content, Budget #1-5: Should the responses to this section be included in the narrative or in the Required Attachments #12 section?	The responses should be described in the proposal section as described in the required proposal content section. The budget should be included in the attachments.	VI	11
12.	VI. Required Proposal Content, Outcome(s) and Evaluations(s) #5 Tools and activities the bidder will implement to ensure fidelity to the evidence-based practice: Could the State clarify what evidence-based practice they are referring to?	The State requests that bidders include discussion of what tools and activities they will use to ensure fidelity in the evidence-based practices that are utilized in the agency's service delivery.	VI	10
13.	Project Description #2 and Budget #4 both ask for timelines. Is it allowable for the bidder to include responses for both questions in a single timeline? Is it allowable for the timeline to be included as an Appendix? If so, will this appendix count toward the 50-page limit for Required Attachments and Appendices?	The timeline requested in the project description section should include a monthly timeline of activities for engagement and enrollment of the target population, whereas the timeline requested in the budget section more broadly addresses the overall project and deliverables. Both of these items should be included in the proposal. Items submitted in as an appendix will be included in the page count for the appendix.	VI	10-11

14.	VII. Submission of Proposal Requirements (p. 13-14) states, "All bidders are required to submit one (1) original and five (5) copies of the proposal narrative, budget and appendices (six [6] total proposal packages)..." Does the State want the individual proposal packages are bound/binder clipped, or is it up to the discretion of the bidder?	The format (Ex. Bound, clipped, etc.) of the six proposal packages is at the discretion of the bidder aside from what is specified in the RFP.	VII	13
15.	If the State does not post responses to bidders' questions by September 2, will the State consider extending the end date to allow vendors sufficient time to review and incorporate the State's responses into their narratives and budget?	The State will consider extending the deadline to allow bidders sufficient time to review the questions and answers.	VII	13
16.	Since the narrative prompts take up nearly four pages, will the State consider expanding the total page count for the narrative?	The proposal narrative must not exceed 20 pages.	VII	13
17.	The RFP states (p. 3), "Approximately 950 individuals are served in one of five (5) developmental centers administered by DDD." How many individuals with IDD reside in nursing facilities?	This funding opportunity is to create opportunities for individuals who reside in nursing facilities or other qualified institutional settings. Other qualified institutions are considered on a case by case basis and may include youth institutional facilities, or institutional facilities such as psychiatric hospitals or other institutional settings both in-state or out of state.	I	3
18.	We currently have a residential home that currently accommodates four individuals, each with their own room. We are planning to convert the existing office space on the first floor into a fifth bedroom to provide ADA accessibility for an individual transitioning out of a nursing home in need of accessible accommodations. In this case, would a proposal including five individuals/bedrooms be allowed?	If an agency is seeking to operate a home with a capacity over four, they must work with their assigned program developer to submit a community integration plan for Division review and approval before proceeding. More information on the community integration plan can be found here: <a href="#">Innovation in Housing: Considerations and Requirements When Developing HCBS Compliant Settings.</a>		

19.	I'm looking through the RFP document and it says on page 8 it should include the bidders' current licenses but I understand that this time, we are not required to be already licensed? I'm I reading it correctly?	A description of the current licenses and modalities can be included in the description of the bidder's organization, history, and experience but bidders are not required to have an existing licensed program in order to participate in this opportunity.	VI	8
20.	A list of names of consultants the bidder intends to utilize for the contract resulting from this RFP, including each consultant's professional licensure and organizational affiliation(s). Each consultant must be further described as to whether they are also a board member and, if so, whether they are a voting member. We do not have consultants per se. We have employees with experience and professional credentials whose voices and opinions inform the work we do. Are you implying we must have consultants in order to do this work?	Consultants are not required to do this work, but if consultants are utilized, the information outlined in the RFP must be included.	V	11
21.	We have been providing HCBS to people with Supports Program waiver for over 4 years now under Jonathan's Haven. What specific documentation is required to prove we are a "DDD/Medicaid approved service provider"?	Specific documentation of being a DDD/Medicaid approved service provider is not needed, as that is on record with the Division. It is required however to include a description of your organization, history, and experience in the proposal.	VI	8
22.	We have financed the purchase of the home through xxxx and the SBA has funded the rehabilitation to make the home consistent with the needs and services we shall provide in support of people making the transition from Nursing Homes and other qualified agencies. Accessibility will enable us to meet the 3-minute evacuation rule and the use of hospital beds. Therefore, ramps and Hoyer lifts will be in use in the building. Does the fact that we have financed the property, preclude us from using these funds to ease the burden of self-financing the project? This is aimed	Division funding cannot be utilized for project costs that have already been completed and paid for. Funding is available for both capital and non-capital costs as described in the RFP. Any submission for capital must meet the capital funding requirements including adherence to a standard capital agreement and promissory note, as well as a mortgage reflective of the Division's position in the financing structure.	IV	7

	to be a medical Group Home and therefore best equipped and staffed to support those who reside therein.			
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