

Enhanced STAR Bidders Conference Questions 2/10/22

1. How much nursing time are you looking for?
 - Scope of Service will not require designated Nursing coverage.
2. Where would the boys be expected to receive their education?
 - Education will be provided by youth's School of Origin.
3. Would potential placements be youth from the area?
 - The Department always attempts to place a youth closest to the community the youth has resided.
4. If you're an agency with your own school on campus, can a child attend that school?
 - If the youth has an active IEP it would need to be addressed through a PPT with the LEA, otherwise no.
5. Can you provide more information on the staffing model?
 - Direct care staff will be one staff to three youth on all shifts with a minimum of two staff on at all times.
6. What is the expectation for providing after care services?
 - After care is defined as providing support through discharge planning when a youth transitions from the program.
7. Can you provide more information on the referral process?
 - The contractor will accept referrals 24 hours a day 365 days per year.
8. Are MDE's only for kids that have been removed for the first time?
 - Yes, Federal guidelines require an MDE within 30 days for every child removed for the first time. Contractor is not expected to complete the MDE, just ensure in coordination with DCF SW that it occurs
9. Is there an expectation regarding minimal psychiatric time?
 - Psychiatric time is not defined, contractor will need to provide medication management by Psychiatrist or APRN.
10. Is it double spacing or 1.5 spacing?
 - The RFP calls for 1.5 spacing.
11. Would the DCF consider splitting the beds in two separate areas?

No, the Department is looking for one site.
12. Could it be co located within another program?

Yes if site met all licensing requirements, however the Department would evaluate the site layout and populations being served to ensure safety of all clients.
13. Would clients be able to attend day school?
 - See question 4.
14. Ratio for direct care staff?
 - See question 5.
15. Currently, Star's have 3 staff on second shift Is that required now?

- See question 5.
16. How will startup costs be managed?
- Budgets should include 1 line entitled Startup Costs. The Budget Narrative must include a line item breakdown of all startup costs. Startup costs will not be annualized.
17. On page 8, program overview states 1 staff to 3 youth at all times. Please explain?
- See question 5.
18. In terms of education, Kids going back to home school, is there geographic?
- No
19. Staffing salaries don't adequately meet funding level.
- Salaries were developed utilizing the highest salary range in a comparison of existing STAR salaries, existing DCF-contracted salaries for comparable positions and the website Zippia How did you arrive at total dollars allocated?
20. What is the fee for service cost structure?
- This isn't a fee for service contract.
21. Staffing Model?
- See question 5.
22. What community do you want the agency to report out on?
- Community where site will be located.
23. Where are current 6 stars located?
- Noank, Wolcott, Southington, Waterford, West Hartford and Harwinton.
24. Budget? Would start 5/1?
- Budget submission must be an annualized budget.
25. Are there any exclusionary criteria?
- No
26. This RFP is for one home?
- Yes
27. Is Funding feasible for agency to bill for clinical services?
- This is grant funded. All clinical services are included in the grant, there is no third-party billing.
28. Emergency Respite overnight, please explain further?
- There are no exclusionary criteria. Youth may need emergency placement.
29. Exclusionary criteria for staffing-med certified staff, limited nursing coverage concerns for fire setting or serious medical conditions of youth. What if they don't have appropriate staff after hours?
- If additional staff are needed to support a youth with specialized needs, it will be addressed on a case by case basis.
30. Expectation for nursing hours?
- Scope of Service will not require designated Nursing coverage.

31. How did DCF determine the budget for this program? What is the staffing pattern used to calculate the budget?

- Funding is based on the existing funding allotments for current STAR programs with the addition of funding for the additional staff needed to implement 3 components of the program that differentiate between a STAR and a STAR Enhanced program which was assumed to be 1-1.5 FTEs in addition to STAR program staffing complements, assuming the staffing level to be comparable to an SBIRT Specialist (currently approximately \$40,000 in salary, with an average 28% fringe rate, putting cost of 1 FTE at 51,200). What wage and fringe rates were used to determine the budget will cover the costs of the program?

32. What A& G rate was used to determine the budget will cover the costs of the program?

- The A & G rate is 18% in accordance with OPM promulgated A/G rates.

33. Is there a specific location or region where you would like the program to be located?

- No preference, all proposals will be evaluated equally.

34. Is this a replacement for a program that has closed recently?

- No

35. In the bidder's conference it was stated this is not a fee for service contract, it is grant funded. To confirm, does that mean funding will not be dependent on the number of youth in the program? For example, if there are only four youth in the six-bed program, will funding be the same as if all six beds were occupied?

- Yes

36. If our agency submits a proposal that includes a budget that exceeds the total funding available (\$937,654 annually) listed in the RFP, will our proposal be rejected?

- No the proposal will not be reject however there is no additional funding.

37. Page 14 of the RFP states, *"All proposals must be submitted in a sealed envelopes or packages and be addressed to the official contact. The Legal Name and Address of the proposer must appear in the upper left corner of the envelope or package. The RFP Name and Number must be clearly displayed on the envelope or package. Any received proposal that does not conform to these packaging or labeling instructions will be opened as general mail. Such a proposal may be accepted by the Agency as a clerical function, but it will not be evaluated."*

- a. Page 5 of the RFP states, *"An acceptable submission must include the following:*
 - i. *one (1) signed electronic copy of the original proposal (unsigned proposals will not be evaluated);*

- b. *The proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: Name of Provider / STAR Enhanced RFP Electronic Proposal Submission."*
- c. Which of the above submission instructions should be used?
 - The Enhanced Star RFP is only requiring electronic submission. There are no hard copy submissions allowed. The submission will go to the Fiscal Contract Mailbox noted on page three of the RFP.

38. Which of the following (on the required submission outline) count towards the 20 page limit:

- a. Cover Sheet
- b. Table of Contents
- c. Declaration of Confidential Information
- d. Conflict of Interest – Disclosure Statement
- e. Main Proposal
- f. Cost Proposal Attachments

- The 20 pages includes the Main proposal.

39. Does Appendix #1 – Proposal Checklist (on page 25 of the RFP) need to be included with our submitted application?

- Refer to page 17 of the RFP that outlines what is required in proposal submission requirements.

40. In "Required Proposal Submission Outline and Requirements" on page 17 of the RFP, 5b is labeled as "Zoning / Siting / Licensure". On page 11 of the RFP, 5B states "*all zoning and/or licensure activities.*" Please define what you mean by the word "**siting**". What should be included in this section?

- The response should include if site meets zoning and licensing requirements.

41. #1d on page 9 of the RFP states, "*...preference will be given to proposals indicating zoning, possession of space and licensure compliance. The Department will require retention of space and proof of licensure compliance for all sites, in accordance with local regulations prior to contract execution. If such is obtained prior to proposal due date, proof must be submitted as Attachment 2.*"

- a. In "Required Proposal Submission Outline and Requirements" on page 18 of the RFP, G2 – Attachment #2 is labeled as "*Certificate of Occupancy / Proof of Zoning / Siting*".

- b. What do you mean by “siting” for Attachment #2? Please define exactly which documents should be included as part of Attachment #2 other than the certificate of occupancy.
 - Attachment #2 requires the agency Certificate of Occupancy/Proof of zoning with respect to the physical address of your site.
42. Please provide an attendance list of all bidders’ conference participants?
- Attendance was not taken due to the inability to maintain a complete list to include those who call into the meeting with no access to signing in.
43. Are the existing STAR programs staying open?
- Yes, all six programs are going to be enhanced and deliver the same level of care as this program.
44. Is this RFP for a new STAR program that is enhanced, or will one of the six existing STAR sites become enhanced?
- This is a new Enhanced STAR program.
45. Are the MDEs that are completed as part of this program billable, or should they be paid for by the grant?
- MDE's are conducted by DCF contracted providers, funding is not part of this grant.
46. Given the reduced staff to youth ratio, will referred youth be less acute than other programs?
- Unclear on reference to other programs, there is no exclusionary criteria.
47. Is the staffing ratio reasonable to accommodate the level of referred youths’ needs?
- Yes
48. Is the staffing ratio and funding level reasonable to accommodate transportation needs for school, extracurricular activities, or offsite treatment, MDEs, etc.?
- Yes
49. Given that this RFP is only for males, does DCF anticipate issuing additional RFPs for females or younger children in the future?
- Not at this time.
50. Are capital purchases acceptable for year 1 costs?
- They can be proposed, but should be listed in the startup cost line.

51. On page 10, under (c) Culturally Responsive and Diverse Organization, the RFP states, "Provide a copy of your agency's Notification to Bidder's Package as Attachment 5. Utilizing your Workforce Analysis, please provide a narrative assessment of how your agency's staffing composition is reflective of the population in the community(ies) you are proposing to serve."

Should the narrative description of how our agency's staffing composition is reflective of the population we are proposing to serve be included as part of Attachment 5, or should it be included as part of Section 2c2 of the Main Proposal?

- The Notification the Bidders should be filed in attachment 5. Your response to this section is your narrative assessment of how your agency's staffing composition is reflective of the proposed population served.

52. On page 10, under (c) Culturally Responsive and Diverse Organization, the RFP states, "If your agency has developed and implemented a CLAS Plan..., please describe what follow-up has occurred within your agency to further the Plan's implementation. Provide a copy of your agency's CLAS Plan as Attachment 6.

Should the follow-up description of our agency's CLAS Plan implementation be placed with the CLAS Plan as part of Attachment 6, or should it be included as part of Section 2c3 of the Main Proposal?

- The copy of your CLAS plan should be filed in attachment 6. Your response to 2c3 is your details of what has occurred to further your agency's implementation of the Plan.

53. Does the Director need to be 1 FTE dedicated to the program? Would you accept .05 FTE for a Director who was .05 FTE over another BGV program? Could the director be part time over the program and we have another position in the program also carry some administrative duties?

- Your proposal should address the level of need for your Program Director position and how you provide comprehensive program oversight.

54. What percentage of youth will return home vs foster care or other placement?

- 35%

55. What is the current utilization of existing homes?

- 87%

56. Are there any prescribed clinical models that are preferred?

- No

57. Where in the RFP would you like us to explain what model of the treatment we are proposing?

- Your response would be under Question 3. Service Requirements (f) Trauma Informed Services.

58. In the RFP it states that the comprehensive clinical assessment will lead to an informed recommendation concerning level of care. Will it be the responsibility of the STAR Program to recommend the level of care at discharge or will that be the responsibility of DCF?

- STAR clinician shall formulate a recommendation to DCF.

59. What legal standing would the youth have coming into the program? 96hr hold, OTC, commitment?

- Youth may be DCF involved and/or the legal status may remain under the parents custody.

60. Are stays allowed to be extended if there is no viable placement at end of 60 days?

- Yes

61. The RFP calls for a supervisor. Can you further define this position? Can the clinician or director be considered a supervisor when they are working?

- The supervisor is a full time position.

62. The bottom of page 11 seems to missing some information. 5. (d) Status as an eligible entity (Private provider organization, CT State agency or Municipality); and

- This is a typo. The statement ends at Municipality.

63. Clarification needed regarding the submission instructions: Page 5 of the RFP states, An acceptable submission must include the following: • one (1) signed electronic copy of the original proposal (unsigned proposals will not be evaluated); The proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: Name of Provider / STAR Enhanced RFP Electronic Proposal Submission. One attachment must be submitted inclusive of the entire proposal in Portable Document Format (PDF) or similar file format and one attachment inclusive of the Budget and Narrative in Excel or similar file format. However, Page 14 of the RFP states, Style Requirements. Submitted proposals must conform to the following specifications: Binding Type: Loose Leaf, Bound with a Binder Clip Dividers: No Dividers

- There are no hard copy submissions of proposals required for this RFP. We are accepting email submissions only.

64. How does the scope of services for the enhanced STAR differ from the scope of services for the STAR programs that are currently in operation?

- The 6 existing Star homes will become Enhanced Star homes.

65. Who makes referrals to the program?

- DCF

66. Do Star referrals come directly from DCF or are they processed via Beacon Health Options?

- DCF only.
67. Is the CT Business License the same as the Certificate of Incorporation with the Secretary of State.
- It is registration with the Office of the Secretary of the State (https://service.ct.gov/business/s/onlinebusinesssearch?language=en_US) .
68. If the CT Business License is not the same as the Cert of Inc. listed above, is it the Public Charity license with the State of CT Dept of Consumer Protection
- See question 76
69. Is there a recommendation or guideline for the number of nursing/psych hours required per week?
- No
70. Who is responsible for getting children to their home schools?
- DCF is responsible for ensuring the educational needs are met.
71. Is the staffing pattern described in this RFP different from that of existing Star Homes? If so, how?
- No, the staffing pattern is the same.
72. Is the “supervisor” position expected on all shifts, or is it just one for the project? Is this position included in the staffing ratio, or is it in addition to the required ratio?
- Supervisor is 1 FTE which is not included in staffing ratio. The supervisor has the flexibility to split their hours across all shifts.
73. Could a provider be able to bill for clinical services (Medicaid or private ins.) or is this project considered to be a PNMI project?
- No all clinical services are included in grant.
74. The instruction for the budget indicates that “all other funding, including agency financial support must be identified”. Is additional funding provided by the applicant required? Will the applications be scored higher if additional resources are provided? If so, please explain whether the rating would be in part based on the degree of financial support provided.
- No it is not
75. Please provide a list of attendees / agencies who attended the 10am zoom bidders conference.
- Boys and Girls Village
76. When developing the funding budget for this program, was the recent approved COLA factored into the funding?
- Yes.
77. Please provide a list of agencies that submit a Letter of Intent, once those have been submitted on 3/18/22.

- Yes.

78. Please provide insight on your expectations for handling the client/staff ratio if direct care staff are also providing aftercare?

- Staffing ratio would allow for all direct care and after care responsibilities to be completed.

79. Please provide a breakdown of when current placements over the past year occurred – How many placements occurred during standard business hours and how many emergency placements have occurred during non-standard business hours?

- The Department does not collect that data.

80. Please provide detailed data on where current youth placed in STAR homes are from (City/Town data) and where they are placed.

- The Department does not collect that data.

81. Please provide additional information on DCF's expectation on where youth that have a no-nexus designation will attend school while in placement?

- Youth will attend the school they were attending when entered the program.

82. Please provide the demographic data on current STAR clients.

- SFY 21: 38% Caucasian, 42% black, 13% Hispanic, 7% other.

83. Can required psychiatric services be provided by a psychiatrist via a referral to a clinic, and can those services then be billed by the clinic providing the services?

- No

84. If a youth enters a program that is already being followed by a psychiatrist or clinician, does the youth need to work with our psychiatrist/clinician?

- The youth should continue to see their own prescriber/clinician

85. Please provide a list of the location of the current STAR homes and the agency that runs them and please identify if they serve male or female youth.

- Noank - female. Waterford - male. Bridge Family Center: Wolcott male , Southington female, West Hartford female and Harwinton female.

