



STATE OF TENNESSEE  
DEPARTMENT OF CHILDREN'S SERVICES

**REQUEST FOR PROPOSALS # 35910-09407  
AMENDMENT # 1  
FOR STATEWIDE HOME STUDIES SERVICES**

DATE: 10/06/2023

RFP # 35910-09407 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.

EVENT	TIME (central time zone)	DATE
1. RFP Issued		SEPTEMBER 11, 2023
2. Disability Accommodation Request Deadline	2:00 p.m.	SEPTEMBER 14, 2023
3. Notice of Intent to Respond Deadline	2:00 p.m.	SEPTEMBER 15, 2023
4. Written "Questions & Comments" Deadline	2:00 p.m.	SEPTEMBER 21, 2023
5. State Response to Written "Questions & Comments"		OCTOBER 6, 2023
6. Response Deadline	2:00 p.m.	OCTOBER 13, 2023
7. State Completion of Technical Response Evaluations		OCTOBER 24, 2023
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	OCTOBER 25, 2023
9. Negotiation		OCTOBER 26-27, 2023
10. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection		OCTOBER 31, 2023
11. End of Open File Period	4:30 p.m.	NOVEMBER 7, 2023
12. State sends contract to Contractor for signature		NOVEMBER 9, 2023
13. Contractor Signature Deadline	2:00 p.m.	NOVEMBER 13, 2023

**2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
		<p>1. Provide a statement of whether the Respondent or, to the Respondent's knowledge, any of the Respondent's employees, agents, independent contractors, or subcontractors, involved in the delivery of goods or performance of services on a contract pursuant to this RFP, have been convicted of, pled guilty to, or pled nolo contendere to any felony. If so, include an explanation providing relevant details .</p> <p>Is DCS making an inquiry in B7 about our Foster Care programming OR if they are inquiring about the whole agency?</p>	<p>Policy 4.1 Employee Background checks outlines the expectation regarding contractual obligation to ensure employees are vetted whether working directly with children or in a position in which a person is working with confidential information.</p>
		<p>2. Under this proposed contract, will the agency be conducting the home visits to the prospective foster home or will the agency just be writing the home studies?</p>	<p>The Profile of Parenting Training Manual and the Documentation of the Foster Family Home Study (attachments to DCS Policy 16.4) outline the work of staff to complete home evaluations.</p>
		<p>3. If the chosen provider is responsible for completing home visits, home many per home study?</p>	<p>The Profile of Parenting Training Manual and the Documentation of the Foster Family Home Study (attachments to DCS Policy 16.4) outline the work of staff to complete home evaluations.</p>
		<p>4. Will the provider have to complete home-studies for potential DCS foster parents, who have completed TN-Key?</p>	<p>Yes, whether it is for a Relative/Kinship foster home, a Traditional foster home, or an ICPC foster home.</p>
		<p>5. Will DCS complete background and fingerprints checks, train, conduct home visits, then provide a packet to the provider to complete the home study?</p>	<p>This contract is for the completion of the home study which involves work outlines in the following: The Profile of Parenting Training Manual and the Documentation of the Foster Family Home Study (attachments to DCS Policy 16.4).</p>
		<p>6. Will the provider have to complete kinship, expedited, and ICPC home-studies?</p>	<p>Yes.</p>

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		7. Will the provider have to initiate and/or collect completion of documents to support the home-study such as the life story, family questionnaire, physicals, home-safety checklist etc.?	Yes. The Profile of Parenting Training Manual and the Documentation of the Foster Family Home Study (attachments to DCS Policy 16.4) outline the work of staff to complete home evaluations.
		8. Will the home-study writer receive all required documents from an assigned DCS worker and then complete the home-study?	Documents will be provided by staff and the prospective foster parent.
		9. Does day 1 of the home-study writer process start after obtaining all required documents and information, in order to complete the home-study?	No. The provider will accept the referral for home study and assign the study to a writer. The writer then engages the prospective foster parents and begins the home study process outlined in The Profile of Parenting Training Manual and the Documentation of the Foster Family Home Study (attachments to DCS Policy 16.4).
		10. Is the Statewide Home Study Services a new or existing program? If an existing program, who is the incumbent?	Existing. Harmony Family Center is the incumbent.
		11. Our company is established in another US State. Can we bid on the project?	Providers from other states are encouraged to bid. However, the agency would have to maintain a local office. Our Provider Monitoring & Evaluation (PME) Team (a division within the Office of Continuous Quality Improvement) monitors and evaluates private providers contracted with DCS ensuring compliance with DCS policies and procedures as well as specific terms outlined in their respective contracts.
		12. Is there a need for a physical office within the State?	Providers from other states are encouraged to bid. However, the agency would have to maintain a local office. Our Provider Monitoring & Evaluation (PME) Team (a division within the Office of Continuous Quality Improvement) monitors and evaluates private providers contracted with DCS ensuring compliance with DCS policies and procedures as well as

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			specific terms outlined in their respective contracts.
		13. The factors listed in the budget. Are they on annual basis, or for the initial contract period?	Evaluation factors were determined by averaging two years of data and adding a 10% increase. The factor for years 1-3 is the total anticipated referrals for all three years. The factor for years 4-5 is the total anticipated referrals for both years.
		14. What is the current census for the intended services? What is the maximum census anticipated?	Evaluation factors were determined by averaging two years of data and adding a 10% increase. The factor for years 1-3 is the total anticipated referrals for all three years. The factor for years 4-5 is the total anticipated referrals for both years.
		15. Do you expect a defined ratio of provider staff to client?	We expect the provider to hire enough staff to meet the contractual needs of completing referred home studies. See C.6 and C.7 of the RFP. There are no limitations regarding how many home studies an individual can write if the expectation is met.
		16. Will there be an inherited census, or will the awarded provider need to recruit its own referrals?	Each DCS Region will provide the referrals.
		17. What is the average caseload projected per Provider staff?	That information is not available. Caseload for individual case workers is determined by the number of writers the contractor utilizes.
		18. Does the State expect the awarded provider to bring their own database/system?	Currently, this process involves no interaction with DCS' current system. The provider will be responsible for all equipment needed to complete the contractual obligations. This would include but not be limited to providing data and reports regarding tracking referral assignments, home study progress, completions, and invoicing.
		19. Can we integrate our IT system with the existing system? What are the requirements?	Currently, this process involves no interaction with DCS' current system. The provider will be responsible for all equipment needed to complete the contractual obligations. This would include but not be limited to providing data and

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			reports regarding tracking referral assignments, home study progress, completions, and invoicing.
		20. Why are the evaluation factors in the cost proposals less in years 4-5 vs. years 1-3?	Evaluation factors were determined by averaging two years of data and adding a 10% increase. The factor for years 1-3 is the total anticipated referrals for all three years. The factor for years 4-5 is the total anticipated referrals for both years.
		21. Is the listed evaluation factor per year or per the 2 or 3?	Evaluation factors were determined by averaging two years of data and adding a 10% increase. The factor for years 1-3 is the total anticipated referrals for all three years. The factor for years 4-5 is the total anticipated referrals for both years.
		22. Given the recent change in federal guidelines regarding kinship families (removing need for pre-approval training or a home study), will that impact the evaluation factors stated in the RFP?	Evaluation factors will not be impacted.

3. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.