



# County of Roanoke

## FINANCE DEPARTMENT PURCHASING DIVISION

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August 25, 2017

## RFP # 2018-010 Specialized Foster Care Support Services

### ADDENDUM NO. 1

#### Due Date Change and Answers to Questions

Due Date & Time:  
**September 15, 2017 3:00PM**  
(Local Prevailing Time)

**RFP # 2018-010**  
**Specialized Foster Care Support Services**  
**ADDENDUM NO. 1**

1. **Outline of Changes** – Please see Attachment 1 for Answers to Questions
2. **Extension of Due Date** – Please note that the due date for this RFP has been extended to: September 15, 2017
3. **Revision of Evaluation Criteria**- On page 26 under the section of EVALUATION CRITERIA.  
  
**B. Capability and experience of the project staff including experience with similar work and as evidenced by submission of resumes of personnel to be assigned to this work, work plan, schedule and methodology. Past record and performance of the firm with respect to schedule compliance.**

New Criteria: B. Capability and experience of the project staff including experience with similar work and as evidenced by submission of resumes of personnel to be assigned to this work, work plan, schedule and methodology.

**IMPORTANT**

\*\*\*\*\*Please sign and return with your bid package\*\*\*\*\*

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Sign Name:

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Print Name:

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Date:

## **ATTACHMENT-1**

1. What does schedule of compliance mean?  
Answer: This will be revised to not include this language.
  
2. What would the projected volume be for FY 2018?  
Answer: 9-15 children
  
3. Will the staff be able to participate in the additional 12 hours of required training for the foster parents?  
Answer: Yes
  
4. Are the STARS foster home County/City homes or do they then become the LCPA's home? If they remain a County/City home: Who pays the foster parent the daily rate, DSS or the agency? Is this the same for the respite rate?  
Answer: They are County/City homes and remain so. There is no daily rate, we pay a monthly administrative fee paid for out of CSA funds and paid by the locality not by the contracted agency. Respite rate is \$50 per night.
  
5. Is there a specific evaluation template required by the licensed therapist?  
Answer: To be determined
  
6. Who is recruiting these families?  
Answer: Joint effort by the local DSS (city/county) and the contracted agency.
  
7. Page 27 of the RFP states that "Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County. Failure to do so shall be grounds for rejection of the proposal." There is no price form included in the RFP. Please confirm if a price or budget form is required with the proposal. If a specific price/budget form is required, please provide the required form.  
Answer: There isn't a specific price form.
  
8. The RFP cover page states that a USB is the preferred format for the electronic copy of the proposal. Page 27 of the RFP states that CD/DVD is the preferred format for the electronic copy. Please clarify which format of the electronic copy of the proposal is preferred.  
Answer: It is preferred to use a USB
  
9. There are no length or formatting requirements or guidelines included in the RFP. Please state if there are length or formatting requirements or guidelines for the narrative sections of the proposal (e.g. Statement of Interest; Agency overview; and proposed training curriculum as listed on page 25).  
Answer: This is a proposal, length or formatting and guidelines of the proposal will be evaluated.
  
10. The RFP cover page requires "One (1) electronic copy (USB preferred)," while page 1 of the RFP requires "one electronic copy (CD/DVD preferred)." Please clarify if the electronic copy should be submitted on a CD or USB.  
Answer: It is preferred to use a USB
  
11. Please confirm if a three-ring binder is acceptable for the six required "bound" copies.  
Answer: Yes
  
12. RFP page 26 under Evaluation Criteria states that "Several factors, in addition to costs, will be taken into account when evaluating proposals." Further, RFP page 27 states "Unless otherwise specified, Offerors must use the Request for Proposal price form furnished by the County." Please advise if and how cost information should be provided in our proposal submission.  
Answer: There is no specific price form.

13. Will you please confirm which position titles the STARS support contract agency will be responsible for providing? E.g., STARS Support Supervisor and STARS Support Worker.

**Answer:** To be determined

14. How many children does the County of Roanoke expect will be served annually by the STARS program?  
**Answer:** Currently the projected count is 9-15 for 2018.

15. Is the STARS Support Contract Agency responsible for recruiting and training the specialized foster parents?

**Answer:** STARS contract agency provides some direct training and they also schedule and set up training by others, and identify training in the community that meets the needs for this program. As far as recruiting, the contractor is responsible for assisting with recruitment along with the two DSS agencies.

16. The RFP on page 3 states "STARS affirms the use of an individualized behavior management plan, based on rewards, assessing the antecedent of the behavior and recognizing that most behavior is driven by needs." Does this refer to the Antecedent Behavior Consequence (ABC) model and/or is the Offeror permitted to propose other positive behavior management intervention models?

**Answer:** It is fine to use another behavior management intervention in addition to ABC or instead of. I would like to see the intervention they use have research backing its effectiveness with the population of children/families we serve.