



Joette Katz
Commissioner

DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



Dannel P. Malloy
Governor

**Fatherhood Engagement Services
Request for Proposals**

Questions & Answers

1. When are Letters of Intent due?

October 12, 2018, by 3:00 PM.

2. When are Proposals due?

October 26, 2018, by 3:00 PM.

3. What is a Connecticut Business License?

A Connecticut Business License is issued by the Office of the Secretary of the State. It is a statutory mandate for all entities doing business in the State of Connecticut. Proof of such can be provided with proposals either as a screenshot from C.O.N.C.O.R.D. or a copy of the actual license from OSS.

4. What is the Department's vision regarding supervisory staff allocations for this program?

FTE allocations delineated in the RFP are approximations. Applicants should develop a staffing model based on what is viable, given the funding allocation, to perform the services proposed.

5. Can supervisors carry a caseload?

The Department does not have a preference as to whether or not supervisor in the FES program carry a caseload.

6. What are the projected service numbers by Region?

As this is a new service model for the Department, anticipated need for the service at the Regional level is not yet known, but will be monitored during the first year of operation. Applicants should propose the annual unduplicated capacity that they believe they can reasonably serve within the funding resources being provided by the Department.

For the CTDOC Team: of the five CTDOC facilities where DCF has posted liaisons, there are approximately 20 admissions per day of men who are either the father or mother's partner and household members associated with an open DCF case. This represents a small subset of the facilities statewide.

7. Is staffing in the RFP prescribed?

No. See Question 4.

8. How were the funding allocations determined?

The Department utilized Children in Placement data to develop allocations across each Region. For the CTDOC Team, the Department culled out \$20,000 from each Regional allocation to form the funding for the statewide CTDOC services.

9. On page 20, there are a number of items that the RFP says providers will be required to participate in (Practice Guide Development, DCF Staff Development, etc.). What is the level of participation that DCF is looking for?

Providers will not be expected to perform any of these activities independently, but may be called on by the Department to advise on how the Department can enhance the activities, or to provide input or participation on their development.

10. The 24/7 Dad program is a group treatment program, but the RFP talks about individual, one on one services. How does the Department envision this?

The Program includes a group setting service, but also includes a case management component. The one-on-one services described in the RFP relate to the subsequent case management services being requested.

11. Does the 24/7 Dad program require facilitators to be trained or certified?

Please refer to the following website link for more information about training and certification: <https://store.fatherhood.org/trainings/>

12. Are there costs associated with 24/7 Dad program training? If so, will DCF cover those costs?

Yes, costs for training/certification are allowable in budgets submitted with these proposals. Please see the website link above for information about the costs of training and certification.

13. Will DCF provide or facilitate the training for 24/7 Dad facilitators?

No. Proposals should address the training plan based on the developer's recommendations and provider's implementation plan. The 24/7 Dads model will only be used by the community FES teams. The CTDOC Team engagement will largely be comprised of individual work, although there may be some opportunity to leverage CTDOC programming to support the father engagement.

14. Is DCF open to using group model curriculums to supplement the 24/7 Dad training?

No. The Department intends to establish a statewide model of service, ensuring that all providers utilize the same, consistent curriculums.

15. What are DCF FELT Teams?

Fatherhood Engagement Leadership Teams (F.E.L.T.) were developed to combat internal and external perceptions of the value of fathers and father figures and their perceived inability to nurture and parent. The teams are comprised of Fathers/Father Figures, DCF Staff, and Community Providers. F.E.L.T.s are committed to increasing engagement with fathers and families served by the department. Goals of the F.E.L.T. include:

- For fathers and father figures, and their family members to become involved in the lives of their children;
- Promoting public awareness of the role of fathers, father figures, and foster fathers;
- Providing linkages for father to public and community providers;
- Improving current service delivery to fathers; and
- Educating DCF staff and community providers to better serve fathers and their children.

16. Is there a Needs Assessment tool that DCF prefers?

No. Providers should propose the tool that they believe is best suited for the services to be offered.

17. Will DCF allow for the use of subcontractors?

No. Given the type of work being procured and the provider network present in the state, it is believed that subcontracting should not be necessary.

18. What floor is Stacie Albert on?

Stacie (the Official Contact for this RFP) is located at 505 Hudson Street / Hartford, CT, on the 7th Floor.

19. Will DCF post a list of the TA attendees?

Yes, this list has been posted on the State Contracting Portal.

20. Will DCF post a list of the agencies that submitted a Letter of Intent?

Yes, this list will be posted on the State Contract Portal after the deadline for submission of Letters of Intent.

21. What is DCF's expectation for the outcomes after 6 months of service?

Outcomes will be developed during the contracting phase. Some will be specific to the 24/7 Dad model, while others will be performance or data driven. Given that this is a new service model for the Department, concrete, established performance outcome measures have not yet been established. Applicants should anticipate that outcomes will be fluid throughout the first year of operation as the model is further developed and refined.

22. How does DCF expect providers to use the GAIN?

The Department will not require training for or use of the GAIN-Q3 for these services. This negates the requirement for detailing a timeline for training in use of the GAIN-Q3 (as listed on pages 18 and 21 of the RFP).

THIS CONSTITUTES A MATERIAL CHANGE TO THE RFP

23. After receiving services for 6 months, if the father is not engaged, can he be re-referred?

On a case-by-case basis, with Department approval, a father failing to adequately engage in services during the initial 6 month referred period, may be re-referred. These decisions will be guided by the 24/7 Dad model as well as individual participant's case management needs and assessment of progress.

24. What is the anticipated contract term for this program?

The Department anticipates that contracts resulting from this RFP will be established for anywhere from 3-5 years.

25. Does the Department anticipate funding beyond the first year?

Yes.

26. Will there be performance measures, and if so, what will they be?

See Question 21.

27. Can this funding be used for basic needs?

While the Department is open to proposals that include funding for basic needs, such allocations should be minimal. The case management component of this program should include referrals to state and local entities who can offer supplemental subsistence with acquiring basic needs.

28. Will the department be in a position to help meet the basic needs of individual participants?

There may be some opportunity, based on the circumstances of the case and the family's needs.

29. Are the services requested through this RFP intended to supplement or replace existing fatherhood services currently purchased by DCF?

At this time, the services requested through this RFP are intended only to supplement any existing services currently utilized by the Department.

30. Are the eligibility requirements listed in the RFP firm?

Yes.

31. Can you expand on what you envision case management services to be?

In addition to the case management services described in the RFP, the Department envisions the FES Teams operating as advocates and/or the "bridge" between the DCF Social Worker, the father, and any other providers involved in services to the family. Anecdotally, the Department has found that many of the fathers we work with have difficulty understanding and navigating systems (i.e., DCF involvement, child support, visitation rights, etc). While the CORE group program (24/7 Dad) is essential to teaching fathers the fundamentals of engaging with their children and providing support for fathers, the program itself will not necessarily improve permanency outcomes for a child. The case management component of this program

should focus on what other necessary outcomes are required in order for DCF to reunify a child with their father, or allow a child to remain placed in the father's home, whether those issues be legal, environmental, behavioral or relational. Ideally, the Department would envision the FES provider as one with the ability to translate the above by having knowledge of DCF expectations, the child's/family's case plan and/or court ordered mandates in order to help fathers understand how and why it is important for them to engage with DCF.

32. I was in attendance at the Bidders conference but just wanted to confirm the due date for the LOI?

See Question 1.

33. In Region (3) there are already providers paid by the Department (contracted and fee for service) to provide case management, 24-7 Dad and fatherhood engagement services. Will this service provision continue once this new procurement of very similar services is awarded?

See Question 29.

34. Should the cost proposal be based upon a 12 month project period even though the contract is not scheduled to begin until December 1, 2018

Yes. The Department will pro-rate the SFY 2019 funding based on the start date of services, but the cost proposal submitted should be based on a 12 month (annual) period.

35. Can you please provide clarification regarding the documents to be utilized for Appendices – Form 4 – Table of Organization; Form 5 – CT Business License; and Form 6 – Non-Profit Status?

The Table of Organization should be the Org Chart utilized by your agency, depicting the major and sub agency divisions/departments/units.

See Question 3 for information on the CT Business License.

Proof of non-profit status can be in the form of a letter from the IRS or the certification of 501-c3 status.

36. Should the budget narrative be entered as part of the Consolidated Budget Form or provided as a separate document?

The budget narrative can be entered as a separate tab in the Consolidated Budget Form (for the electronic submissions), and printed as the last page of the cost proposal (for hard copy submissions).

37. What is the expected case load per staff member?

See Questions 4 and 6.

38. Can the Department give us approximate numbers per region of how many cases to expect?

See Questions 4 and 6.

39. What type of items can we use a participant support line item for? Ex: ID's, social security cards, birth certificate, etc.?

While such activities, services may be included in proposals, it is not the Department's intent for funding provided for the FES program be allocated in any significant way for such. Funding should be primarily geared towards direct service provision, with these activities handled through referral to state or local resources for such under the case management component of the FES program.

40. Can a non-profit organization collaborate with a for-profit organization to bid on this RFP; especially if they have already been collaborating to offer similar services?

No.

41. How many staff development trainings is the awarded agency expected to facilitate?

Providers will not be expected to facilitate any staff development trainings. The Department may periodically ask providers to participate in such trainings, or provide technical assistance on the development of such trainings by Department staff.