

Questions and Responses for Family Support and Youth Transition RFP

1. Can we use in-kind match (Administrative supports, services donations etc.)?
Yes.
2. Is per-diem paid same rate from point of referral through discharge?
Yes. The per diem will be paid at the same rate from referral through discharge.
3. What is typical age range of youth currently referred?
The typical age of OJJ youth ranges from 15-18. However there can be exceptions.
4. How often would we be required to meet with the family before the youth is released from facilities in preparation for the release date?
We purposely did not set any requirements and are giving you the freedom to design your program.
5. How does OJJ envision that providers will come up with the required non-state, non-federal 25% match? Are there typically local resources from parishes dedicated to these services?
It is a requirement that all providers have access to 90 days of operating costs for start up costs and other expenses. Most providers have a line of credit which allows them to fulfill this requirement.
6. Per the RFP, Attachment VII, Program Budget, is an embedded Excel document, but it is not functional. Will an additional excel document be provided?
A functional document will be uploaded to LaPac as an attachment and placed on the OJJ website. Please note that it will appear in LaPac first. There is always a delay in things being added to the OJJ website.
7. What is the average expected length of stay a youth will be in the program?
This RFP is unique in that we are allowing each provider to design the majority of their scope of services. This is totally new program so each provider has the ability to design their program.
8. Is there an expected number of direct and/or indirect services hours per week or per month?
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9. Is there an expected funding range or set ceiling? Is that ceiling per Contractor?
NO. Keep in mind that OJJ has budget constraints. The purpose of this RFP is to combine the Mentor and Reintegration programs and reduce Administrative costs. Our expectation is a functional program at a responsible price.
10. Will there be a cost to the Contractor for any of the required youth assessments (such as TCU)?
The TCU Criminal Thinking Scales and scoring guide are free and can be found here:
<https://ibr.tcu.edu/forms/tcu-criminal-thinking-scales/>
11. Are there any Funder mandatory trainings?

As of right now, OJJ does not have any mandatory training scheduled for providers. OJJ sometimes offers professional development

12. If there are mandatory trainings how much should be budgeted per staff person for registration fees, hotel, travel (location of training), etc.?
Any training that OJJ provides is free of charge, optional, and doesn't exceed a day.
13. Is there a cap on % of indirect cost (as a percentage Administrative and Program Direct costs)?
No there is not a cap. However, this can be taken into consideration during scoring the program costs.
14. Attachment VII doesn't have a line item for indirect cost. Should it be included under "Other Expense"?
Yes. However, there are also lines for other operating services, other supplies, other Professional Services, and other Acquisitions. If an expense can be tied to either of those categories and not a specific line in that category please utilize those lines before using "other expense" line.
15. A funding match is not mentioned anywhere in the RFP other than on page 69 item E. Please verify that there is a 25% of YS Funding request match required.
Yes. A match is required.
16. Our agency has a federally approved overhead percentage rate. Can we budget for Indirect cost at our Federally approved % rate?
OJJ is unable to respond to this question because we are unaware of the federally approved percentage rate that you are using and what percentage of your overall budget that it will be.
17. Should one Attachment VII be submitted for a sum of 3 years expenses? Or one for each year?
It should be submitted for a sum of 3 years.
18. The RFP states that there is a total of 160 youth to be served, 35 in the North Region, 35 in the Central Region, 90 in the Southeast Region. Is one Contractor expected to serve all 160 youth or will multiple contracts be awarded?
Multiple contracts will be awarded. However, if a contactor wishes to apply for all regions that is also acceptable.
19. We are required to identify Vendors/suppliers for expenses in the Budget Narrative. How should that be addressed if a vendor/supplier has not yet been identified?
You may list vendors/suppliers that you are considering.
20. Our cost of Fringe Benefits exceeds 25% of salaries, the amount noted as the maximum allowed on page 70, given the increased cost of health insurance may this cost be increased to 29%?
No.
21. Can you tell us the number of youth slots per region that will be available? We are planning to apply for multiple regions – Shreveport/Natchitoches/Monroe/Alexandria.
OJJ is contracting for a statewide total of 160 Family Support and Youth Transition program slots; 35 slots in the North Region, 35 slots in the Central Region, and 90 slots in the Southeast Region. Please

refer to the OJJ website for the Parishes that make up each Regional Service area. The regional service area map can be found here: <http://www.ojj.la.gov/index.php?page=sub&id=137>

22. Can you give us any information on an acceptable daily rate charge based on total grant award dollars by region or for the state?

The daily rate should be based on your proposed budget. A predetermined rate range is not included in this RFP.

23. Can you provide additional clarity regarding the mandatory requirements for an audited financial statement? In addition, which fiscal years are applicable and what are the time constraints for submitting?

The proposer must provide evidence that it has adequate financial resources to operate for ninety (90) calendar days as demonstrated by an audited financial statement for the past two years prepared by a Certified Public Accountant. At a minimum, the proposal shall include an independent audit for Fiscal 2014 and 2015; however, if the FY 2015 audit has not been completed at the time the proposal is submitted, the FY 2014 audit may be submitted along with a certified statement from the Proposers Certified Public Accounting (CPA) firm verifying that the FY2015 audit shall be completed by the proposal submission deadline and stating the projected date of its completion. A compiled financial statement is unacceptable. The proposer shall also divulge any bankruptcies and the particulars thereof (include a credit report, if applicable).

The above was copied out of the proposal. The financial audits need to be submitted along with the proposal. It is listed in Attachment VIII as a mandatory document to be included.

24. How will slots in each service region be allocated across the scope of services? Will a certain number of slots be reserved for Family Support, Placement, and/or Reintegration/Transition?

No. We will allow the programs to move the youth into the slots as needed.

25. With limited slots per region (i.e. 35 for the North Region- 29 Parish area), does OJJ prefer to work with one provider per region? If more than one provider is contracted with per service region, will providers work in designated parishes or provide service throughout the large service area?

The contracts will be awarded by proposal score. OJJ has not preference and we have worked with more than one provider per region in the past to fulfill the needs of the youth.

26. As of August 1, 2017, 166 (54.7%) of the 303 youth in placement were located at facilities in the Monroe Region regardless of region of origin. As part of the scope of services for Family Support and Transition services need to be provided to youth during placement. Will service providers from multiple regions work in coordination to provide services to youth across regions?

No. Service providers will be responsible for maintaining contact with the youth referred to their program. The only exception may be if one service provider has a contract in multiple regions.

27. Will providers located in the North region be able to provide services to youth originating from another region?

The referral will be made by the region of origin, which is the region where the youth resides.

28. Is it possible for a provider located in the North Region to receive or be awarded slots from outside their region (i.e. Southeastern Region) in order to provide services to youth during the Placement phase?

No. The youth will be maintained in the programs in their region of origin.

29. Will OJJ continue to have tracker contracts in addition to the Family Support & Youth Transition program?

Yes. OJJ will continue to have Tracker contracts.

Questions from Pre Proposal Conference

1. Will this contract replace the current mentor/reintegration contracts, if so, will the current contracts be terminated once new contracts are awarded? Karli replied yes, that would be the plan. If any current contracts expire prior to awarding new contracts, will extensions be issued? **Karli replied there would likely be an extension to cover any gaps in coverage.**
2. If assignment to the program will be based on the SAVRY assessment of Moderate or High, will release be sought if/when the youth's SAVRY moved to Low or would he be allowed to complete the program? **Lane replied that completion of the program would be the preferred option.**
3. Should provider have the ability to provide Substance Abuse Treatment? **Lane replied the provider can leverage services in the community, not necessary to provide directly.**
4. If a youth moves into the placement phase and is placed outside the service region of a provider, will the provider be required to travel to visit with the youth/facility or will their sole responsibility during that phase be to address issues with the parent/guardian? **Lane replied each provider should propose to what extent they intend to remain involved. This could include coordinating with the out of region facility.**
5. Is there a minimum expectation of contact with youth/parent? **Lane replied this should be determined by the provider as to what they will do.**
6. Can Case Manager substitute experience for education? **No. The SOP for contract providers indicates that the Case Manager must have a bachelors degree. You can review the requirements here:**
<http://www.ojj.la.gov/ojj/files/file/Demographics/2016%20Standard%20Operating%20Procedures%20for%20Contract%20Providers.pdf>
7. Is it possible to share the cost of the Program Director with other programs? **This is allowable.**
8. In RFP under counseling it states "wide variety of techniques"? **Lane stated this is an error on the RFP and youth should only receive services deemed necessary**
9. Will probation officers been informed this contract will require better lines of communication than what is currently in place? **Lane replied yes**

10. Is OJJ looking for providers in parish area or service area? **Lane replied the proposer should propose what area they intend to cover and reviewed the # of slots we are seeking in each service area.**
11. So it is possible there would be multiple contracts in each service area? **Karli replied yes**
12. Is there a planned # of contracts to be awarded? **No**
13. What is meant by the outcome measure regarding employment and education? **Lane explained it will be measured by reporting the # of youth that are seeking gainful employment and the # of youth that secure and maintain employment, education would be measured in a similar manner with the # of youth enrolled and # of youth attending.**