

**QUESTIONS AND ANSWERS  
FOR  
SHORT TERM CHILDCARE SERVICES  
REQUEST FOR PROPOSAL (RFP) NO. DCRL-2014-R-0032**

1. Question: Page 7 Section C.5.4 Compliance in establishing care within 3 hours of call, Does this mean care is on the doorstep within three hours or a caregiver identified by the placement team?

Response: CFSA is requesting the Contractor to describe in detail how they are able to identify a caregiver and have someone on site. CFSA is asking for someone to be on site as quickly as possible, with the ideal timeframe of 3 hours.
2. Question: Page 7 Sections C.5.10 – Could care need to be delivered after normal business hours or overnight based on foster families shift schedule?

Response: Yes, it is possible that care may be required after normal business hours or weekends.
3. Question: Describe one-on-one care. What is the duration of care anticipated in these scenarios - is this 24 hour care? What precipitates these cases vs. in-home or in-center? Describe the facilities available for use in these circumstances.

Response: One-on-one care is to be provided the first day that the child is removed and will last until a foster family is identified. The care will be provided on site at CFSA headquarters at 200 I Street S.E., Washington, DC. Currently children are supervised by the Social Worker that is involved with the removal. The Social Worker will stay with the child until the contractor is able to identify the individual and have them travel to the main headquarters. The person providing the one-on-one care will meet the child and Social Worker at CFSA's main headquarters, be provided with the necessary information related to the child and their situation and then stay with the child in a visitation room until a foster family is identified and available. The process of identifying a Foster Family will typically occur within an 8 hour period of time. The removal can occur at any hour or day and many removals do occur during evenings and weekends. The child will then stay with the Foster Family in their home and the in-home or center based care will be expected to be provided the next day.

4. Question: In-center care – Are the 20 placements per month inclusive of in-center placements? What % of placements do you anticipate being in-center?
- Response: The projection of up to 20 referrals per month includes center-based and home based care. The choice of having in-home or in-center is based on two factors. The first is the preference of the Foster Family and the Social Worker, identifying the best plan for that individual child. The second factor is if the child has the necessary immunization records or other paperwork necessary for center based placement.
5. Question: In general, what are the days / hours to be covered in a care incident? For example, 10 hours M - F during the work day. Does this differ by the type of care?
- Response: Typically Foster Parents work normal business hours from Monday – Friday.
6. Question: Is the expectation that caregivers will provide transportation for children?
- Response: It is not expected that the contractor provide transportation for the children.
7. Question: Are there instances where a child needs to be given medication?
- Response: Please describe the contractor's policy on administering medicine. Typically we would ask Foster Parents to administer medication before or after hours. However, there may be instances in which a child may need medicine administered.
8. Question: If a child has a disease or unique condition that requires additional safety precautions be taken by the caregiver how will this information be communicated to us and is this fact known or potentially unknown?
- Response: All necessary medical information will be shared with the contractor to care for the child. Health screenings are done at the point of placement as well as a comprehensive health screening within the first 30 days of care. Any relevant information will be shared. The contractor will need to share with CFSA how they will protect this information in line with health regulations and based on the Contractors's experience with similar projects. The CFSA nurses will share the information with the Foster Parents, lead Social Worker and the child care provider. The contractor will be able to contact the Social Worker and nurses to ask questions and share information.
9. Question: In what circumstances would the need for care be outside of the DC Metro area?

**Response:** Children are often placed outside of the DC metro area and the percentages are included in the RFP. There are a small percentage of children placed with family, who serve as their Foster Parents, who may reside in another state outside of the DC metro area. If care is required in this circumstance then we would request that the contractor respond in a similar way as if the child were placed within the DC metro area. If another process is needed then the contractor should describe the differences in proposed practice.

10. Question: Page 22 Section H.9 Subcontracting – Does this section apply if no subcontractors are used for the delivery of services for this program?

**Response:** The solicitation requires a mandatory CBE participation goal of 35%. There is a waiver process for CBE. A waiver request should be submitted to the Contracting Officer detailing your “exhaustive” efforts in locating CBEs/SBEs. simply stating that you could not find any CBEs/SBEs is not sufficient. For assistance please contact the District’s Department of Small and Local Business Development at (202) 727-3900 or [DSLBD@dc.gov](mailto:DSLBD@dc.gov).

11. Question: Page 4 Section B.4. Subcontracting percentage for 35% does this apply if no subcontractors are used?

**Response:** Same response as #10 above.

12. Question: Page 21 Section H.8.1 – Does Way To Work Amendment conflict with Wage Determination? Does one take precedence?

**Response:** The Contract will incorporate both the Service Contract Act Wage rate and the Living Wage. The contractor shall pay whichever is the higher of the two rates.

13. Question: Page 26 Section H.13.2 - “Contractor shall ensure that its staff having contact with children have been cleared through the District’s Child Protection Register and have resided for the five years prior to employment under this contract, and the District of Columbia” Need clarification does this mean that all care providers need to have resided in DC for at least the previous five years?

**Response:** No

14. Question: Page 51 Insurance – Would CFSA accept proposals if insurance requirements held by bidding organization are different then the amounts specified in the RFP on pages 51 & 52? Specifically, would CFSA accept Sexual Molestation coverage of \$ 1,000,000 and not \$ 2,000,000?

**Response:** No, the solicitation requires \$1,000,000 per occurrence limits and \$2,000,000 aggregate.

15. Question: Attachment J.8 Cost/price data requirements, do the attachments contained in J.8 need to be completed as part of our RFP response? If not a required part of the RFP what event triggers the need to complete the paperwork?
- Response: Yes it is required to be submitted with the proposal.
16. Question: H.17.5 - need clarification - does the District actually intend to conduct background checks, or is this to provide them access to BGC results?
- Response: The Contractor is responsible to conduct all background checks following award and the results are submitted to CFSA for review and approval.
17. Question: H.17.11 - do we need to provide copies of background checks on all candidates, employees, or as requested by the District?
- Response: The contractor shall request criminal background checks for all individuals providing direct service to the child, including volunteers.
18. Question: H.17.13 - District approval of hiring - to what SLA will the District commit for turnaround for each request?
- Response: Most approval occur within one (1) week.
19. Question: C4 - is the care provided only for the 1 - 2 week duration during an expedited placement of a child, or does the availability of 'emergency care' for the family extend beyond the initial placement?
- Response: Typically the short term care (1-2 weeks) is provided at the point in time that a child is placed with a Foster Family. An additional period of time may be authorized by the Contract Administrator.
20. Question: Please provide further details of the evaluation, selection & presentation schedule?
- Response: Further details are not available.