

Independent Living Services
Request for Proposal #HS-00019 CW
Questions & Responses

- 1) The supporting documentation section in PennBid lists Appendix L Lobbying Certification Form, and the Appendix L document includes a lobbying certification form page and a disclosure of lobbying activities page that appears to need a signature and additional information, respectively, from applicants. However, this form is not listed in the Information Required from Applicants section of the RFP. Is Appendix L a required component to be considered for this RFP? **No, the Lobbying Certificate is not a required document for consideration of proposals, it is however, a required component should a contractual agreement be entered into.**
- 2) The RFP states that a Technical Proposal is required to be considered for this opportunity and that the Technical Proposal should address all questions and requirements outlined in the RFP. 1. Do the "questions and requirements" refer to the information presented in the Objective section? **Yes, the questions and requirements refer to the information presented in the Objective section, as well as the Reports and Collaboration section.** 2. Is there any information that should be included in the Technical Proposal that is listed outside of the Objective section of the RFP? **No** 3. Are there any formatting requirements, pages limits, or other guidance or specifications for the Technical Proposal? **No, the Request for Proposal did not include formatting requirements.**
- 3) What is the length of the initial contract, and is there an opportunity for contract renewal at the end of the contract? **The initial contract will be pro-rated based on the start date in the 25/26 fiscal year, renewal opportunities are subject to State, Federal and County funds as well as compliance with the terms and conditions of Agreements between the County of Delaware and the provider agency.**
- 4) What is the maximum award for a contract issued under this RFP? **Interested providers should submit a budget for consideration that supports their proposal.**
- 5) Can you clarify the submission deadline? The Proposal Timelines section in the RFP states that RFP responses are due by 6/9/25. However, the Submission Instructions section states that the County will receive RFP responses until 9:30 AM on 6/5/25. **The Proposal Timeline section of the RFP states that 'responses to applicant questions will be posted by close of business 6/5/2025' and 'RFP responses due by 6/9/25 at 9:30 AM.**
- 6) What is the average amount of youth served for IL services per year? **130-150**
- 7) Is there a budget cap for this project? **Interested providers should submit a budget for consideration that supports their proposal.**
- 8) Can you expound on the proposal submission that the RFP response should NOT have any identifying provider information in the entire document. **Any and all information that could identify an agency should be redacted from proposed submissions.**

- 9) Is there a maximum page limit for responses to the RFP? **There were no page limit stipulations included in the Request for Proposal.**
- 10) Is there any other information on PennBid that gives instructions for the technical proposal? **All instructions are included in the Request for Proposal.**
- 11) Is there a cap to the amount applicants can request in their budgets or to the contract(s) resulting from this RFP? **Interested providers should submit a budget for consideration that supports their proposal.**
- 12) Is there a limit administrative or indirect costs that applicants can request through this RFP? **No more than 10%**
- 13) Would Delaware County accept applications to perform a portion of the work described in the RFP, such as only case management or only workshops/life skills classes? **All submitted proposals will be considered.**
- 14) The RFP states Delaware County served approximately 128 youth in the Independent Living Program in FY23/24. Will the successful applicant provide independent living services to all youth in Delaware County or just a portion of them? If just a portion, how many youths will the provider serve? **The successful applicant will provide independent living services to all Delaware County eligible youth.**
- 15) How many awards does the County plan to make through this RFP? **All submitted proposals will be considered.**
- 16) I don't see a list of proposal questions. Usually they are posted under the "Technical Proposal Requirements." Can you advise? Thank you. **The proposal should provide a detailed plan of how the services outlined in the RFP would be provided, the plan for staffing the program and how the services will be provided in a trauma informed, culturally sensitive manner.**
- 17) Good morning, We have a few questions. General: 1. What is the average length that a youth is in the program? **Youth can access the program between ages 14 years and 23 years of age. They can always request to work with the program through out those years.** 2. What was the volume in FY24/25? **125** 3. What was the volume in FY24/25 per month? **75** Facilitation of Program Funds: 1. The RFP mentions earned stipends, ancillary funds, and room and board funds. Could you elaborate on each fund type and expectations of the provider? **The provider would follow the county policies and stipend descriptions. In collaboration with Delaware County CYS IL, approval for the allotted funds would be dispersed by the provider. There are stipends allotted to youth for numerous achievements and participation. Ancillary funds are used for the miscellaneous needs of the youth that can vary. Room and board funds have subcategories that can range from IL housing services (rental assistance), emergency shelter stays, emergency motel, temporarily living situations, and etc. Are they expected to manage each fund type? Yes.** 2. Could you please elaborate on the supportive case management of the youth while in the hotel/shelter program. **The expectation is that a face to face contact with the youth would happen at minimum of a weekly basis. This includes collaborating with the shelter staff and participating in house meetings to support the youth in meeting their goals.** Group Facilitation: 1. On page 4 in the "Group Facilitation" section, the RFP states that "The provider would coordinate and provide supervision for youth to attend retreats and camps at a minimum of once a year." Could you

please elaborate on the coordination and supervision during this time? **The provider would need to participate in all staff trainings for youth retreats/camps and be responsible for transporting and supervising the youth while they are in attendance.** Would the provider staff need to attend the retreats or camps alongside the youths? **Yes.** Is the provider expected to coordinate and host a camp and retreat for the youths? **No** If so, how long is the camp and retreat and is the expectation that it be overnight? Is a minimum of once a year for each, so one retreat and one camp for each youth? **N/A** 2. For the weekly life skills classes, is there a maximum number of youths per class? **No** Is there an expectation on the number of group sessions held per week? 3. What is the maximum amount to be provided to youth for "attendance stipends?" **The County has a policy regarding all stipends that will be provided to the provider. Currently, the max is \$20 per class with a \$25 meal credit (due to sessions currently being virtual). In person sessions are expected for the 25/26 fiscal year. Therefore, it is the expectation that the provider will plan and provide a meal for the youth during the session. When youth complete 80% of the group sessions and attend graduations, they are given \$100 stipend..** Is this a daily, or after the completion of the 10-12 week session? **See last answer.** 4. What are the hours of operations for these sessions? **2 hours once a week in the evening, with allowing time before and after for transportation needs.** 5. Could you elaborate on the DCYAB expectations? **DCYAB should meet ideally once a month and attend the Southeast region meetings as scheduled.** Is the expectation to coordinate transportation, provide food, and attendance stipends for youths that participate? **Yes.** Does the provider coordinate transportation, food, and supervision of the youth for the leadership events at Regional and State meetings? **Yes** Budget: 1. What is the unit measure for Appendix AA FFS Cover Shet?

- 18) Do NYTD responsibilities entail being responsible for the served population and surveyed youth at 17,19 and 21? **Yes**
- 19) Will CYS be relinquishing all case management or still maintain a caseload? **Yes, the CYS caseworker will hold a select number of cases**
- 20) Will virtual participation in workshops and services be an option for youth beyond a certain distance? **The goal is to have as much in-person interaction for the workshops and services. If there is a workshop that a youth requires a virtual option, the expectation would be that the session is held hybrid so the other participants can still maintain the face-to-face connection.**
- 21) The RFP states that the provider would manage the room and board funds with pre-approval of the Delaware County Children and Youth Services IL Coordinator. Question 1: How many youth receive room and board assistance? **We would expect to have around 10 a year; however, this depends on the housing resources/needs available.** Question 2: What is the length of room and board assistance? **90 days for emergency temporary funding. IL housing program is 18 months at pro-rated step down for rental assistance.** Question 2: Should applicants include room and board costs in their cost proposal? **Yes** If yes, which tab(s) and line item(s) of the cost report spreadsheet should applicants use for room and board-related costs? **Room and Board related costs can be included with stipend costs and then discussed in the narrative.**
- 22) Can you confirm that the IL services under this RFP are different than Supervised Independent Living (SIL) services? Thank you, Donna Moscufo **Yes, these are separate from SIL services.**