



**Request for Proposal #21-01  
CWS – Child & Family Team (CFT) Facilitation**

Proposal Workshop – February 10, 2021

Addendum and Questions & Answers dated February 19, 2021

<b>Addendum #</b>	<b>RFP Reference</b>	<b>Verbiage in RFP</b>	<b>Correction</b>
<b>1</b>	Table of Contents	1.6 Conflict of Interest, Page 1	1.6 Conflict of Interest, Page 2
<b>2</b>	Table of Contents	1.12 Right of Rejection, Page 5	1.12 Right of Rejection, Page 6
<b>3</b>	Table of Contents	3.7 Child/Elder/Parent Adult Abuse Investigation Referrals, Page 9	3.7 Child/Elder/Parent Adult Abuse Investigation Referrals, Page 8
<b>4</b>	EXHIBITS, Page 13	Exhibit 1 – Proposal Package Components Exhibit 2 – Program Review/Scope of Services Exhibit 3 – Performance Measures Exhibit 4 – Agreement for Services of Independent Contractor or Standard Terms and Conditions Exhibit 5 – Provider Self-Monitoring Checklist	Exhibit 1 – Proposal Package Components <i>Exhibit 2 – Program Review/Scope of Services</i> Exhibit 3 – Performance Measures Exhibit 4 – Agreement for Services of Independent Contractor or Standard Terms and Conditions Exhibit 5 – Provider Self-Monitoring Checklist
<b>5</b>	Attachment E, Pages E-1–E-3	SCHEDULE OF FEES	<i>LINE ITEM BUDGET</i>

<b>Question #</b>	<b>RFP Reference</b>	<b>Question/Comment</b>	<b>DSS Response</b>
<b>1</b>		When will the CFT meetings be accessed? In El Dorado County, we held a CFT meeting right after Detention and before Jurisdictional Hearing; before any Court hearing where there was a change in the case plan/recommendation for	A CFT may be convened at any time, as felt necessary by the child and family team. A CFT is held within the first 60 days of the child coming into foster care and/or before the Disposition hearing, whichever comes first. CFTs are then held at least every 6 months thereafter, or more



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		services. Additionally, every time there was a problem in placement that might result in placement change and BEFORE all placement changes. Are these basically the same guidelines Santa Barbara willing following?	frequently depending on the needs of the child. They are also held in order to create placement preservation strategies or in other various situations. For further information, please see ACL 16-84 <a href="https://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf">https://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf</a> ).
2		Will the agency awarded the RFP be given a list of service providers used and approved by your Department to use as a reference?	Yes, this is something that can be provided to the agency who is awarded the RFP.
3		Are CFT meetings new to your County or will the awarded provider just be completing the overflow? This is important to know for training of participant re the basic procedures.	Santa Barbara County has been conducting CFT meetings for many years. Meeting facilitators have either been independent contractors or agency staff. The awarded agency will be the primary provider of facilitation services.
4		What information can we supply to meet RFP requirements if we are a startup operation and do not have a tax return or audit to submit?	Financial Statement Requirements are outlined in section 1.13, page 6 of the RFP document.  At the time of proposal submission, agencies must provide a complete financial statement, prepared in conformity with Generally Accepted Accounting Principles (GAAP), based upon an audit that is not more than eighteen (18) months old by the time of the proposal submission deadline.  Applicant must also submit a current tax return or for non-profit organizations, a copy of the



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			<p>organizations current IRS Form 990.</p> <p>Qualifications for eligible applications are outlined in Section 1.3 Eligible Applicants on Page 1 of the RFP.</p> <p>Eligible applicants for the RFP include public or private entities that can adhere to the Santa Barbara County (County) contracting requirements as outlined in Exhibit 4. The eligibility requirements for qualified applicants apply to the Fiscal Agent, defined as the organization that receives and manages the grant funds. The applicant will be responsible for ensuring compliance with all terms and conditions of the agreement administration and fiscal management of the agreement, and will be held accountable for program results stated in the agreement.</p>
5		Do we project salaries and startup costs( rent, equipment, etc) if we are not operating in Santa Barbara currently?	Yes, Attachment F, Required Budget Narrative, requires a detailed breakdown of expenses including a section for Equipment-Lease/Rental.
6		Is there a cap on administration costs?	No.
7		Is my organization able to apply for this RFP if I am currently contracted by CWS to facilitate CFT's and my current contract is set to expire prior to the beginning of this RFP?	Yes.



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8		For those of us who are not familiar with CFT meetings, will you define what they are?	CFT meetings are defined in ACL 16-84 ( <a href="https://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf">https://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf</a> ).
9		I am assuming the meetings allow children removed from their homes to meet with their family in a safe setting for the purposes of conflict-resolution?	Although a CFT may allow a child to meet with their family in a safe setting, and conflicts may be resolved, this is not the overall purpose of a CFT meeting. A Child and Family Team meeting is a family centered and solution focused approach meant to draw on the family's history to provide input into the development of a child and family plan that is strength based, needs driven, and culturally relevant that will impact the placement decision made by CWS and the services provided to support the child/youth.
10		Also, in the workshop it was mentioned that one vendor will be selected for countywide services--depending on the applications, would you consider splitting the contract between different agencies for regional focus? For example, an agency in North County focusing on North County while an agency in South County focuses on South County.	We would not consider splitting the contract between different agencies.
11		I was basing my question on this excerpt "The CONTRACTOR will provide facilitation services that are aligned with the principles of the Integrated Core Practice Model and wraparound model of care"	The staffing expectation would be to provide sufficient facilitators to meet the need as well as administrative support to schedule meetings and meet reporting requirements as specified in the RFP document. The provider can propose a



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		So I was asking what the staffing expectations were. Would it be a 4 member team, a sole therapist, etc? Trying to understand the structure expected. Or is that up the provider to propose a model?	model to meet the needs.  As mentioned in the workshop, this RFP is not for Wraparound services. CFT meetings are based on principles of the ICPM and wraparound model such as putting the child/youth and family's voice and choice at the center of decision making.
12		Given the many benefits of hosting online CFT's, would the county be receptive to a CFT facilitation organization that is 100% online?	No.
13	Exhibit 2 Program Review/Scope of Services	Does CWS have any specific qualifications required for the facilitators? Degree requirements, etc?	There are no specific degree requirements for the facilitators. The general requirements and expectations are listed on p. 16 of the RFP document under Section III (A).
14	Exhibit 2 Program Review/Scope of Services	Is there specific training recommended or required for facilitators to complete outside of what the provider would establish?	Facilitators should have sufficient training in meeting facilitation skills, but there is no specific required training outside of what provider would establish. It is anticipated that training related to CFTs may be offered by a variety of sources throughout the year, e.g. Regional Training Academies, CDSS, etc. The County will share any related training opportunities with the vendor as needed.
15	Exhibit 2 Program Review/Scope of Services	What percentage of CFTs would be expected to be in-person? Virtual?	There is no expected percentage of in-person vs. virtual. The decision to hold an in-person vs. a virtual meeting (or hybrid of in-person and virtual) will be based on the family's needs and the current public health guidelines.



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16	Exhibit 2 Program Review/Scope of Services	Any expectations for the actual facilities where CFTs will be held such as needs to accommodate up to 15 people?	Facilities utilized can be a combination of county space, vendor space, community locations, and family homes. There may be an occasional need for space to accommodate up to 15 people, but not the norm.
17	Exhibit 2 Program Review/Scope of Services	Who will assume liability for risk factors when CFTs are conducted in person or in a hybrid format where birth parents are physically present? For example: A birth parent with anger or aggression issues becomes upset during CFT a destroys property.	Please see Exhibit C contained in Exhibit 4 (pages 30-34 of the RFP) that contains the standard terms and conditions for independent contractors for Santa Barbara County. The insurance language contained in Exhibit C contained in the Agreement Exhibit 4 is non-negotiable.
18	Exhibit 2 Program Review/Scope of Services	What percentage of the people are required to respond in order to schedule the CFT? For example, will CWS identified required attendees versus optional? Will CFT be expected to be conducted if therapist or CASA or other service providers schedule conflicts, but CWS, resource parents, birth parents schedules align?	Required and optional participants for CFT meetings are outlined in ACL 16-84 ( <a href="https://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf">https://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf</a> ). There is no established percentage for a CFT to convene.
19	Exhibit 2 Program Review/Scope of Services	If there is inappropriate or physical aggression by family members, can we cancel the meetings? What are our options?	Yes, a meeting should be cancelled if there is a situation that threatens anyone's safety.
20	Exhibit 2 Program Review/Scope of Services	Will the agency awarded the contract be expected to provide a monthly invoice for expenses for payment?	Invoices are submitted on a monthly basis, per the requirement set forth on Exhibit B, P. 29 of the RFP document.