



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

Proposal Workshop – February 10, 2021

Addendum and Questions & Answers dated February 9, 2021

| Addendum # | RFP Reference | Verbiage in RFP | Correction |
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| 2 | Table of Contents | 1.12 Right of Rejection, Page 5 | 1.12 Right of Rejection, Page 6 |
| 3 | 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 |
| 4 | 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 |

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| 1 | | 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 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 | 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 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 |



County of Santa Barbara
Department of Social Services

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| | | guidelines Santa Barbara willing following? | information, please see ACL 16-84 (https://www.cdss.ca.gov/lettersnotices/EntRes/getinfo/acl/2016/16-84.pdf). |
| 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? | <p>Financial Statement Requirements are outlined in section 1.13, page 6 of the RFP document.</p> <p>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.</p> <p>Applicant must also submit a current tax return or for non-profit organizations, a copy of the organizations current IRS Form 990.</p> <p>Qualifications for eligible applications are outlined in</p> |



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| | | | <p>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. |