
AMENDMENT OF SOLICITATION**Page 1 of 9**

1. SOLICITATION NO. THERAPEUTIC RFP # 694-0-0852	2. AMENDMENT NO. A-002	3. EFFECTIVE DATE July 13, 2010
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4. ISSUED BY

Texas Youth Commission
Central Office Building
Contracts Group – Barbara Kelley, Contract Specialist III-
4900 North Lamar
Austin, Texas 78751

5. NAME AND ADDRESS OF CONTRACTOR

6. The above numbered solicitation is amended as set forth in Item 7. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 5 and 8, and returning 1 copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

7. DESCRIPTION OF AMENDMENT

Respondents are specifically cautioned against relying on any oral information.

The comments listed below revise and modify RFP # 694-0-0852. Acknowledgement of receipt of this amendment should be indicated by enclosing a copy of the Amendment with your proposal.

8a. NAME AND TITLE OF SIGNER (Type or Print)

8b. OFFEROR

(Signature of Person Authorized to Sign)

Date Signed

1. QUESTION

One requirement is to be ACA accredited, is this necessary for foster group homes?

1. RESPONSE

No; not at this time. Please see page 9 of 87, Section B. License or Certification, #2 of RFP # 694-0-0852 which states the following: “Describe any ACA accreditation or plans to become ACA accredited. Respondents should also describe a willingness to become ACA accredited, should TYC request such accreditation. See Exhibit I of the RFP”

2. QUESTION

One requirement is to have written statements from state and local officials and the community that they have been notified and support the TYC Program within TFL. Since our foster homes are spread out throughout Texas, which state and local officials would this apply to?

2. RESPONSE

TYC as an agency of the state must ensure compliance with Local Government Code, Chapter 244. However; LGC 244 does not apply to foster homes or individual group homes because these facilities are not operating primarily as correctional or rehabilitation facilities as defined in LGC 244.001. These facilities are contracted with TYC to provide housing for youth who do not have authorized housing available to them upon their release from TYC.

3. QUESTION

In section J, 2 Nutrition do these apply to foster group homes?

- b. Have menus certified annually by a registered dietitian.
- e. Certified Food Service Manager for a group living
- h. Site must have two health department inspections during the school year, or as required by NSLP/SBP
- l. Site must serve portions of food as indicated on their menus, and that record of any substitutions must be kept on file for three years.
- m. Food production records must be completed for each meal and snack
- o. Describe the system for meal quality evaluation by the registered dietitian or designated administrative staff.

3. RESPONSE

AMENDMENT A-003 WILL BE ISSUED SHORTLY TO RESPOND TO QUESTION 3.

4. QUESTION

We have been told that the TYC is looking to attract providers . Given the licensing requirements, how can new providers adhere to the set timeline?

4. RESPONSE

The timelines that have been established are for the Texas Youth Commission. TYC will accept proposals from respondents who have begun the licensing or certification process. TYC will not make an award to the respondent until the Respondent is licensed or certifications.

5. QUESTION

Is the TYC looking to bring in agencies from other states, or currently established agencies in Texas?

5. RESPONSE

TYC has issued a statewide procurement that is open to everyone.

6. QUESTION

Can out of state agencies begin the licensing process prior to opening programs? If so, how?

6. RESPONSE

It is imperative the respondent begin the licensing process prior to opening programs. It is incumbent upon the respondent to contact the Texas Department of State Health Services (DSHS), Texas Department of Family and Protective Services (DFPS), and Texas Juvenile Probation Commission (JPC) and determine the licensing requirements and process.

7. QUESTION

Will the TYC be issuing new contracts or only reissuing current provider contracts?

7. RESPONSE

TYC anticipates issuing new contracts to licensed providers who have responded to RFP # 694-0-0852 and met all established requirements.

8. QUESTION

If the TYC will allow new agencies, would an implementation time suffice as a timeline instead of having concrete plans?

8. RESPONSE

The respondent can submit a timeline instead of concrete plans.

9. QUESTION

How do the requirements fit the timeline – would there be a different timeline for new providers? Would this RFP be extended (time wise) for outside agencies, or would a new RFP be issued the following year?

9. RESPONSE

In response to this RFP, the respondent should submit their proposal outlining their programs with a timeline as to how the respondent intends to become licensed or certified and when the respondent would be ready to commence providing services.

10. QUESTION

What is the philosophy the TYC would like to have for this RFP – Will it be treatment or correctional/containment based?

10. RESPONSE

TYC is seeking to provide a safe environment for youth requiring out-of-home residential care. The Contractor will provide a safe and productive environment that retains youth at the program until their planned discharges. Additionally, for treatment services requirement, see page 14 of 87 Section K Treatment Services.

11. QUESTION

Will the TYC allow and/or looking for a MTFC program with a Group Home safety net?

11. RESPONSE

Yes, we will review your proposal provided it is licensed or certified.

12. QUESTION

Would other accreditations suffice until the proper Texas certifications were obtained?

12. RESPONSE

The respondent should describe all accreditations currently held with their proposal. The respondent should describe any ACA accreditation or plans to become ACA accredited. The respondents should also describe a willingness to become ACA accredited, should TYC request such accreditation. See Exhibit I of the RFP”

13. QUESTION

Sex Offender – Do they have to register as Sex Offenders? AND when?

13. RESPONSE

Some youth may be required to register as sex offenders and this information, to include timelines for registration, will be included in referral packets.

14. QUESTION

When will TYC post another RFP for residential group homes or foster care homes?

14. RESPONSE

RFP # 694-0-0852 Residential Therapeutic Group Home and Foster Care Programs for Male and Female Juvenile Offenders has been written for a service period through August 31, 2011 with a stipulation to renew for four additional twelve month contract periods contingent on satisfactory contract performance, annual legislative appropriations, and mutual agreement of both parties. The needs of TYC youth will be reassessed at the conclusion of the contracting period for existing providers and if the needs still exists for group home and foster care services, TYC may post another RFP for these services at that time.

15. QUESTION

What is the maximum number of residents per room?

15. RESPONSE

The maximum number of residents per room will be based on the provider's licensing requirements/standards.

16. QUESTION

Is there a page limit?

16. RESPONSE

TYC has not established a page limit.

17. QUESTION

Can 1 proposal be submitted for all regions, or are 3 required?

17. RESPONSE

One proposal can be submitted for various locations.

18. QUESTION

Are the adobe files locked and can they be provided on word/documents?

18. RESPONSE

The adobe files are locked and can not be provided on word documents.

19. QUESTION

Do we have to submit a HUB sheet for each home?

19. RESPONSE

No; foster families do not fit the definition of sub-contractor.

20. QUESTION

What is the total bed capacity desired by TYC?

20. RESPONSE

The RFP specifies on page 2 of 88 that TYC is issuing RFP # 694-0-0852 to contract for non-secure residential therapeutic foster care programs **for up to 25 male and female offenders, age 10-19**. A respondent may propose any number of beds from 1 – 25.

21. QUESTION

What percentage are male and what percentage are females?

21. RESPONSE

The majority of the TYC population is male. However; populations fluctuate greatly and specific percentage numbers can not be assigned as to what percentage of male and female would be referred to a foster home or group home.

22. QUESTION

What is the difference between Type A and Type B violent offenders?

22. RESPONSE

Level of violence perpetrated and risk score assigned to youth; Type A youth are assessed as more violent than a Type B offender. TYC no longer assigns these titles to youth. Current risk assignment used for youth is High, Moderate and Low.

23. QUESTION

I believe the 1/12 ratio mentioned for Direct Care in the RFP should be 1 on 8.

23. RESPONSE

The minimum standard for staff to youth ratio will be 1:12; however, the service provider can choose to have a higher standard and this should be included in their proposal.

24. QUESTION

What percentage are sex offenders?

24. RESPONSE

TYC currently has 275 youth in need of sex offender treatment/education services.

25. QUESTION

What percentage are 10-12 years of age, 12-14, 14-16, and 16-18?

25. RESPONSE

Age 10-12 = 8

Age 13-14 = 107

Age 15-16 = 1017

Above 16 = 2205

26. QUESTION -

In the education services, it requests to describe the annual school schedule, including the number of instructional days, etc. This question appears to be related to RTCs using charter schools. Is this applicable for foster homes? Would listing the school district that our foster parent lives in suffice? All of our foster children attend public schools.

26. RESPONSE

YES, All of our foster children will attend public schools.

27. QUESTION

Where should requested attachments be placed in the proposal? For example, Tab 3 requires the vendor's most recent Audited Financial Statement and Tab 7 requires resumes of key personnel. Should these documents be placed in between the narrative in the order in which they are requested within the appropriate tab, or at the end of the appropriate tab, or should all attachments be placed together in a separate Attachments Tab? Is there a particular numbering/labeling system that should be used for attachments?

27. RESPONSE

Attachments may be placed under the tab or in a separate Attachments Tab. There is no particular numbering/labeling system that should be used for attachments.

28. QUESTION

The descriptions on pages 7-15 of the required components of the Tabs outlined on pages 5-7 of the RFP don't completely match up. For example, letters A, B/C, D, and F of Tab 7, *Program Implementation and Commencement of Services* (p. 6 of RFP) are described in Section VII., *Program Implementation and Commencement of Services* (p. 9 of RFP) - but letters E. (Resumes of key personnel), G. (Staff Training), and H. (Licenses) are not mentioned in Section VII. Please confirm that we should follow the Tab outlines on p. 5 - 7 of the RFP (vs. the descriptions of the same sections on p. 7-15 of the RFP). If so, should providers use their best judgment about what to include where descriptions aren't included? Should additional sections be added for those instances where a section is listed in the roman numeral section description on p. 7-15 but not on the list of Tab components on p. 5-7 (for example, Sections J. and K. on p. 8 of Section V., *Respondent History, Experience, Credentials and Requirements* do not appear on the list of Items to include in Tab 5 (on p. 6 of the RFP).

28. RESPONSE

Proposals should be submitted in accordance with page 5 of 87, SECTION III. PROPOSAL REQUIREMENTS AND FORMAT. Additionally, respondents must provide all required information as identified in each section. Proposals may include additional sections to submit required documentation.

29. QUESTION

Should page numbers start over for each tab (for example Tab 2, Page 1) or be numbered consecutively throughout all of the tabs?

29. RESPONSE

Page numbers may start over for each tab or be numbered consecutively throughout the proposal.

30. QUESTION

Where should the Execution of Offer form (p. 20 of RFP) be placed within the proposal package?

30. RESPONSE

The Execution of Offer may be placed at the front of your proposal or under a tab labeled Execution of Offer.

31. QUESTION

Where should the signed amendment(s) be placed within the proposal package?

31. RESPONSE

Amendments may be placed at the front of your proposal or under a tab labeled amendments.

32. QUESTION

Is this RFP part of a re-bid process? In other words, are current providers/contractors of TYC required to submit a response to this RFP to renew their current contracts?

32. RESPONSE

Yes, this RFP is part of a re-bid process as TYC utilizes these types of services and current providers/contractors of TYC **are required** to submit a response to this RFP.

33. QUESTION

Can TYC provide the RFP in Word (vs. .PDF) format so that forms may be filled out electronically?

33. RESPONSE

No, TYC can not provide the RFP in Word.

34. QUESTION

Are Exhibits E-J provided for provider reference and are not intended to be returned in the proposal?

34. RESPONSE

Exhibits E-J are not to be returned with your proposal.

35. QUESTION

Do foster care providers need to provide floor plans and site descriptions for all foster homes, or does this apply only to facility-based programs?

35. RESPONSE

This applies only to facility based group homes

36. QUESTION

What section/tab of the proposal should the Local Government Code (p. 16 of the RFP) be addressed in? Must this part still be included in proposals that are non-facility-based (foster care), where this requirement does not apply?

36. RESPONSE

Local Government Code 244 should be addressed behind Tab 6 – Site and Facility Specifications. TYC as an agency of the state must ensure compliance with Local Government Code, Chapter 244. However; LGC 244 does not apply to foster homes or individual group homes because these facilities are not operating primarily as correctional or rehabilitation facilities as defined in LGC 244.001. These facilities are contracted with TYC to provide housing for youth who do not have authorized housing available to them upon their release from TYC.

37. QUESTION

The description of the requirements for Tab 5, *Respondent History, Experience, Credentials and Requirements* on p. 7 & 8 of the RFP list J. Historically Underutilized Business. However, there is a separate Tab 4 regarding HUB. Can the HUB information described on p. 8 (related to Tab 5, *Respondent History, Experience, Credentials and Requirements*) be presented in Tab 4, *HUB Information and HUB Subcontracting Plan* instead, or must it be presented in both Tabs (4 & 5)?

37. RESPONSE

No, Tab 5 – item J – refers to the service providers Affirmative Action Policy. The service provider should describe any existing affirmative action policy or plan. If such a plan is not available, provide a statement that the respondent will not discriminate against any employee or person seeking employment because of race, religion, sex, color, national origin or non-job-related disability.

Tab 4 – refers to the required Historically Underutilized Business information and the service provider must state whether it is a Texas Certified Historically Underutilized Business and the Service Provider must state its willingness to submit monthly compliance reports regarding its Hub Subcontracting Plan. A Historically Underutilized Business Subcontracting Plan must be submitted or the respondents proposal will be rejected.