

## RFP #05-2023 Foster Home Development Questions and Answers

Received November 1, 2023

1. Are the outcome measures for this RFP/Contract the same as the Outcomes listed in the sample contract?  
**Outcome measures contained in the sample are typical of foster home development subcontracts but may not represent an exhaustive list.**
2. If so, please clarify the expectation for item G on page 27. Is the expectation that children are to receive dental check within the first 30 days of placement or receive a dental check within the first 30 days if they have NOT had a dental check within the last year? Also, there appears to be a mistake in the actual outcome itself. It appears to be referencing a dental check, but the outcome lists medical check.  
**Intent of this outcome measure is to ensure a dental check occurs within the first 30 days if they have not had a dental check within the last year. A typo in the outcome measure was identified and corrected in Addendum #01.**
3. For tracking annual dental, is that based on from the date of the last exam, date of placement, or calendar year?  
**Date of last exam.**
4. In regards to the Staff model, is there a place to see job descriptions related to these specific positions listed? There is no position listed in the staffing model appendix for a Family Support Specialist type of position. We have historically provided support to our families using a hybrid position with an employee who is child welfare certified. This hybrid position conducts regular visits, manages placement requests, provides supportive services, sets up community based supportive services, and provides limited administrative support. Would this type of hybrid position be allowed in this contract? If we have a hybrid position, is there a specific formula we should use to configure the base salary?  
**If you believe the hybrid position is integral to the services provided, you will want to include the position in your response. You will have to determine salary based on the maximum award amount in Appendix 1, Staffing Models and Salaries. Attached is NWFHN's current position description for a Foster Family Support Specialist for reference.**
5. In regards to the budget template, we have noticed a few cells that are locked with a "0" amount in the cell. We cannot write over the "0". As we are completing the budget template, is there a point of contact for technical issues like this? We can provide a specific example if needed.  
**The cells that are locked are formula based and calculate based off the information provided in the cells that pertain to that calculation. The "0" on the benefits tab are calculated based off the rates in cells B17-B23 multiplied by the appropriate cell/category from the Salaries tab. The "0" on the vehicle tab are calculated based off the monthly cost input in cells B16-B21 multiplied by the number of months input in cells C16-C21.**
6. In the salary section of the budget template also references position numbers that will be provided by NWFHN. Do we leave those cells blank for the submission?  
**These cells can either be left blank or the agency can begin numbering starting from #1.**

7. Are we allowed to hand-deliver the RFP to ensure its timely delivery?

Yes.

**Received November 2, 2023**

1. Will NWFHN continue to recruit and license Level 2 homes in Circuit 1 in addition to this RFP and other FHD subcontracts?

Yes

2. Will Foster Family Supports unit continue to operate and support families in Circuit 1 after initiation of this contract?

NWFHN FFS will continue to operate and support the families they license in Circuit 1 but it is the expectation that the successful bidder will provide that same level of support to the families they license along with other ancillary supports as described in their proposal.

3. How long is the provider given to reach the viable number of beds requested by NWFHN?

The timetable will be negotiated with selected provider during contract negotiations.

4. Our current rate is a flat daily amount per bed used. How is the rate for payment calculated under this RFP? Is there a flat monthly rate based on a minimum number of homes?

The potential new payment methodology will be 1/12th of the approved negotiated budget between Provider and NWFHN with a monthly vacancy adjustment calculation, as applicable.

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**POSITION TITLE:** Circuit 1 Foster Family Support Specialist

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**POSITION OBJECTIVE:** Support and relicense foster families for children in licensed out-of-home care under the supervision of NWFHN/DCF in Circuit 1

**ESSENTIAL FUNCTIONS MAY INCLUDE:**

- To meet and maintain the NWF Health Network (NWFHN) Foster Family Support caseload standards and goals.
- To represent NWFHN at booths/speaking events as well as internal meetings as requested by the Foster Family Support Program leadership.
- To provide foster families and/or ensure foster families are linked with opportunities to receive all necessary trainings and to ensure that trainings are complete, current, and compliant with program.
- To relicense all Foster Homes on the caseload in a timely manner.
- To visit Foster Homes quarterly and as needed to ensure Foster Care quality standards are met and to comply with NWFHN/DCF expectations.
- To provide exceptional support for all NWFHN Foster Families and to assist with providing 24-hour on-call support/coverage to the families, which includes, but is not limited to, answering/returning calls related to placements and emergency support requests in a timely manner.
- To maintain updated case records, files, and database records efficiently and accurately
- To participate in continuing education opportunities, including agency in-service training, professional seminars, workshops, and conferences and to ensure that all training requirements for certification as well as those required by NWFHN, statutes/administrative codes, and/or NWFHN/DCF are fulfilled annually.
- To perform all other duties as assigned.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS:**

**REQUIRED:**

- Bachelor's degree from an accredited university

**PREFERRED:**

- Child Protection Professional Certification (may be completed within first 6 months)

**SKILLS:**

- Excellent assessment skills and intervention strategies
- Ability to act with a high level of independent judgement
- Ability to apply strategic planning to team activities
- Ability to establish, maintain and strengthen relationships with system and community partners
- Ability to observe and report accurately on the functioning of individuals and families
- Ability to handle confidential information appropriately
- Strong verbal and written communication
- Awareness of social, economic, cultural and environmental factors and their impact on family functioning
- Knowledge of community resources
- Ability to work flexible hours as required
- Knowledge of professional ethics relating to serving children and families
- Skills in employing family-centered practice and trauma informed care
- Ability to use and be proficient in computer software applications
- Ability to effectively resolve conflict

**POSITIONS SUPERVISED:** N/A

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**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Supervisor's Name (Print)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date