

DCS Older Youth Services
Attachment H - Question and Answer Response Template

Respondent Name:

DCS Final Responses
Please Complete Yellow Shaded Regions

Question No.	RFP Section	Page	Topic	Specific Question/Inquiry	Answer
1	Section 2 - Proposal Preparation	23	References	Given the moratorium on speaking with DCS representatives, is there an exception that allows us to ask specific local DCS contacts if they are willing to be listed as references given that they are our primary "customer" or "client"? If not, is it acceptable to list them as references without advance notice or should we leave this section blank indicating that we are prohibited from engaging with our references during the RFP process since they are all DCS employees?	DCS prefer our local offices not be a reference for our RFPs.
2	Section 2 - Proposal Preparation	28	Administrative Costs	On page 28 of the RFP it states that "no more than 10% of the program cost can be applied to administrative costs." In some cases, the most effective programming may be successful in part due to administrative costs and supports that exceed 10%. Would the State be willing to negotiate this percentage with a provider that has an otherwise successful proposal? Will a provider be disqualified if they propose a program that has more than 10% in administrative costs?	The language on page 28 of the RFP was written in error and has been removed from the updated amended version for the RFP. Amendment 2 of the RFP language states "In addition, no more than 10% of the program cost can be applied to "indirect costs" ". This update can be found on page 28 of RFP amendment 2.
3	Section 1 - General Information	n/a	Amendments	The website indicates that the RFP and Attachment B have been amended. It did not appear that changes were noted or highlighted in any way (unless we are simply missing this). Are you able to provide an overview of the general topics or sections that have been updated?	The following information was updated in Attachment B OYS Protocol: Updated Section I - E DCS/Provider Responsibility & Chart to clarify the age differences of services from 16 to 17.5 (Pg. 17), Updated the age 17.5 of Budget 3 Transition to Successful Adulthood Services and Placement Supervision (Pg. 21), Updated Older Youth Services Pathways 1- 5 (Pg's. 22- 24), Updated Section II. General Requirements for Transition to Successful Adulthood Services to correct the age to 17.5 (Pg. 24).
4	Section 1 - General Information	RFP 16	Providers	How many providers are being approved in each service area?	There are 9 service areas. DCS will contract with at least one (1) provider in each area and based on the needs of the agency. Vendor may respond to more than (1) one service area. Each service area must have their own individual response.
5	Section 1 - General Information	RFP 16	Contract Length	After the initial four year contract and 2 one-year extensions, are we able to reapply to continue providing this service?	The length of the contract is described in Attachment F OYS Sample Contract and Request for Proposal. Vendor's can respond to new request for proposal's upon posting.
6	Section 1 - General Information		Youth in Need	How many youth do you anticipate needing services in Service Area 2?	See Attachment I Indiana Older Youth Services Census of the Request for Proposal
7	Section 4 - RFP Attachments	A - 5	Referrals	Does the 24 hour acceptance window, includes weekends?	Yes
8	Section 1 - General Information		Court-Ordered Services	Which services, if any, are court-ordered?	Older youth services (OYS) may or many not be court ordered; however, DCS is obligated to provide services under Federal and State law and policy.
9	Section 1 - General Information		Client Budgets	Can the client budget be changed throughout the year if necessary (due to changes in the client's life circumstances, for example)?	A client may be referred to more than one budget throughout the year. The old referral must close and a new referral will need to be open by DCS case manager. If the question is referred to a clients financial budget, then a clients budget can change based on employment and needs of the client. No changes should be made without discussion with the youth and DCS case manager.
10	Section 1 - General Information		Client Budgets	Do we develop the budget for/with the client, or is it pre-determined by DCS?	A financial budget is developed with the client and is based on the youth current financial status. Which should include the clients income and expenses. There are some items that are set by DCS see Attachment A Older Youth Services Service Standards Section III. Funded Services, pages 15 and 16.
11	Section 1 - General Information		Billing	What system is used for billing submissions?	Older youth services invoices are submitted to DCS invoice email.
12	Section 1 - General Information		Billing	What is the average turnaround time for reimbursement?	Please see Attachment F OYS Sample Contract Section 37. Payments and Fiscal Requirements page 23
13	Section 1 - General Information		Client Budgets	Is there a minimum/maximum amount of services that each individual client should receive per month/budget?	Older youth services are based on the instruction Attachment A, Older Youth Services Service Standards and Attachment B. Older Youth Services Protocol. There is no minimum/maximum amount of services.
14	Section 4 - RFP Attachments	17	Insurance	If an organization determines that it is cost prohibitive to step up to the \$5 million insurance limit and proposes a \$3 million limit, how will that affect the scoring of the application?	Please see section three of the RFP page 29. Proposal Evaluation Procedure 3.1 provides detailed information on the response evaluation process.
15	Section 4 - RFP Attachments		20% cost match	How will an applicant that proposes a financial structure that is more sustainable than the 20% cost match obligation be evaluated?	There is no 20%. This information has been taken out of the RFP and a amended RFP has been posted.
16	Section 1 - General Information	N/A	Funding and budget	Can DCS share the total maximum amount of funding, preferably by region, that is available for the OYS contracts?	OYS funding is based on the budget each responded submits on the cost proposal, See Attachment E.

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17	Section 1 - General Information	10	Room and Board section of the Service Standards	Should funding for Room and Board be included in the budgets? If yes, to inform budget assumptions, can DCS provide a breakdown of the room and board utilization last fiscal year by region and by budget?	Room and Board funding is included in Budget 4 / Voluntary Services "Only." See Attachment A. Older Youth Services Service Standards, Program Description on Voluntary Services, Housing Services, for a breakdown on how room and board can be utilized. Federal Fiscal Year breakdown by Service Area: Service Area 1: \$40721.08, Service Area 2: \$63,372.28, Service Area 3: \$28792.07, Service Area 4: \$16,397.01, Service Area 5: \$54,076.30, Service Area 6 \$12,274.57, Service Area 7: \$22,059.68, Service Area 8: \$7,857.65, Service Area 9: \$5,969.52.
18	Section 1 - General Information		Room and Board section of the Service Standards	For a young adult in Voluntary Services, what happens once the utilization of EG&S and R&B are exhausted?	The young adult is able to continue receiving case management service until age 23.
19	Section 4 - RFP Attachments	Service Standards, page 5	Youth onboarding	What is the format of onboarding events (i.e. in-person required, virtual, hybrid)? Are these only required for OYS, or also for TSA, CC, and Voluntary services?	The youth onboarding event is explained in Attachment A. Older Youth Services Service Standard page 5. The format should be in person when possible. However, virtual and hybrid are acceptable. On boarding is required for all OYS programs: OYS, TSA, CC, VS.
20	Section 4 - RFP Attachments	Service Standards, page 5	Youth onboarding	What is the OYS provider required to do if youth who have been referred do not attend the onboarding event? Is attendance of this event required for program enrollment?	Attendance to this event is required. OYS providers should work with DCS case managers and placement to ensure the youth attends.
21	Section 1 - General Information	RFP, page 7-8	Transition to Successful Adulthood Services	Are all young people who meet the criteria detailed in this section ("Youth participating in the transition to adulthood services program will be 17.5 years of age with a case plan of Another Permanency Planned Living Arrangement (APPLA) and is expected to age out of foster care.") referred to this level of service? Is this service required, or voluntary? If it is voluntary, can a young person opt in at any time (i.e., if they enter Collaborative Care and then determine that they need a higher level of supports/services)?	This services is required for all youth who are expected to age out of foster care who meet the TSA criteria and who have been referred by their DCS Case Manager. The youth cannot opt in or out at any time while participating in TSA. If the youth case close and they want to reenter foster care, the young person must reenter into Collaborative Care.
22	Section 1 - General Information	Attachment I	Census for Transition to Successful Adulthood Services	Can DCS provide any data to inform assumptions regarding the % of young people categorized in the "OYS" category who will qualify for the TSA program? Would any young people in Collaborative Care qualify for TSA?	There may be approximately 85% to 95% of young people categorized in the OYS category, who would qualify for the TSA program. Youth in Collaborative Care do not qualify for TSA.
23	Section 1 - General Information	Attachment E	Budget for EG&S	Can you clarify if the budgeted funding for EG&S should be included in the budgets for OYS (budget 1) and Voluntary Services (budget 4)? If so, where should these costs be allocated? Should the budget assume maximum utilization (i.e. budgeting \$1,000 for each unique enrollee for each service line)?	EG&S funding is "ONLY" provided under Budget 4 / Voluntary Services. EG&S is "NOT" a funding source under Budget 1 / Older Youth Services.
24	Section 1 - General Information	RFP page 28 and Attachment E	20% match requirement	Where in the budget template (attachment E) should the 20% match be shown?	There is no 20%. This information has been taken out of the RFP and a amended RFP has been posted.
25	Section 1 - General Information	RFP page 28 and Attachment E	20% match requirement	Can the 20% match be provided as in-kind? Does it have to be reflected under specific cost line item(s)?	There is no 20%. This information has been taken out of the RFP and a amended RFP has been posted.
26	Section 1 - General Information	RFP page 28 and Attachment E	20% match requirement	Would it be allowable to allocate a portion of the 20% match to cover indirect costs that are beyond the 10% indirect cap?	There is no 20%. This information has been taken out of the RFP and a amended RFP has been posted.
27	Section 1 - General Information	RFP, page 7-8	Transition to Successful Adulthood Services/Collaborative Care/OYS/Voluntary	Can DCS provide clarity on if/how youth are able to transition between the four service categories? For example, if a young person is in TSA and meets the goals of that program, do they step down to Collaborative Care (if eligible)? Would they have the ability to step back up to the intensity level of TSA, if needed (assuming that they still meet the eligibility requirements)?	Please see Attachment B Older Youth Services Protocol page 22 Older Youth Services Pathways. All four older youth services programs exist within the OYS ecosystem and offer a continuum of services and supports as youth participate in each program: older youth services, transition to adulthood services, collaborative care, and voluntary services. Below are potential pathways a youth may take as they age out of foster care. Where a youth falls on the older youth service continuum depends on various factors once a youth turns 16. Youth who are in Collaborative Care may not step back into TSA.
28	Section 1 - General Information	RFP, page 7-8	Housing	Can you elaborate more on where it says the vendor shall be responsible for placement? Is that only a requirement for the Collaborative Care component?	Under Collaborative Care and TSA vender's are responsible for rent, utilities, and incidental for youth in the Supervised Independent Living placement type i.e.: Apartments or Shared Apartments.

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29	Section 2 - Proposal Preparation	28	Cost Proposal - Match Requirement	RFP Amendment 1 no longer includes a 20% match requirement. Is the 20% match requirement no longer required?	There is no 20%. This information has been taken out of the RFP and a amended RFP has been posted.
30	Section 3 - Proposal Evaluation	21	MWBE	Is there a MWBE subcontractor requirement?	DCS encourages all respondents to partner MWEB with our RFP contracts. It is up to the respondent to determine if they are willing and able to subcontract. Vendors should follow all state requirements of MWEB. See Attachment F. OYS Sample Contract. Section 32 on page 20.
31	Section 1 - General Information	18	Summary of Milestones - Contract Start Date	The RFP says awards will be announced on or around July 31, 2024. When is the anticipated start date of the contract period?	The start date of the contract is October 1, 2024.
32	Section 2 - Proposal Preparation	28	Administrative Cost	The RFP states that no more than 10% of the program cost can be applied to administrative costs. Please clarify this. What is DCS' definition of Administrative costs? Does this include "direct administrative" and "indirect" costs, or does this apply to indirect costs only? On the "direct cost" tabs of the budgets, there is a line for "other direct admin;" there is also an Indirect tab for each budget.	The language on page 28 of the RFP was written in error and has been removed form the updated amended version for the RFP. Amendment 2 of the RFP language states "In addition, no more than 10% of the program cost can be applied to indirect costs". The update can be found on page 28 of RFP amendment 2. The definition of OYS direct administrative cost is the use of funding that directly effects the OYS program including the administration of independent living services, support, and activities to assist former foster care youth, in out of home foster care, and youth who are expected to age out of foster care in achieving self-sufficiency. The definition of indirect administrative cost is the use of funding that indirectly support the program such as accounting functions, building costs, mail, phones etc.
33	Section 1 - General Information		Cost Reimbursement	May I ask for clarity on what this looks like? From what I understand from the meeting on 3/19 there is 20% that we have to provide? I am confused on what the process looks like.	There is no 20%. This information has been taken out of the RFP and a amended RFP has been posted.
34	Section 1 - General Information	4	OYS Need	How high is the need for services? I believe this will help incorporating a budget.	Please see Attachment A, Older Youth Services Service Standards and Attachment B . Older Youth Services Protocol that provides instruction on service delivery. Older Youth Services are federal and state required for all youth in out of home foster care who meet the requirements. Needs are based on each individual youths life skills assessment and youth voice.
35	Section 1 - General Information		Amount of Time Required	Is there an amount of hours/ time that is required for services(similar to a threshold)? I want to ensure my organization is prepared to service as a vendor.	Please see Attachment A, Older Youth Services, for specific hours/time requirements for youth onboarding, referral acceptance, life skills assessment, and learning plan due dates. The OYS case manager will have ongoing face-to-face contact with the youth based on the needs of the youth and as identified by the youth's DCS case manager and child and family. See Attachment B. Older Youth Services Protocol, under Section II Transition to Successful Adulthood Services for detail on hours/time requirements for TSA.
36	Section 1 - General Information		Cost Reimbursement	Is this distributed monthly?	Please see Attachment F OYS Sample Contract Section 37. Payments and Fiscal Requirements page 23.
37	Section 2 - Proposal Preparation	24	Technical Proposal - Program Name	Can you explain more about what you mean by "Describe the program name of each older youth initiative OYS - Budget"? Do you want to know the program names or do you want a description of what each program does?	Please state the name of each OYS program based on their budget type as defined in the RFP / Older Youth Service Standards / Older Youth Protocol and answer the questions 2.4.1. No additional or alternative program names need to be included.
38	Section 2 - Proposal Preparation	23	References	If we are a current OYS provider are you wanting references of youth/clients? Client facility was mentioned so we wanted to confirm if you wanted actual DCS client names.	DCS prefer youth/clients not be a reference for our RFPs.
39	Section 1 - General Information	8	Financial	Please define "full financial responsibility" on page 8 of the RFP document.	In the Older Youth Services RFP, on page 8 describes the OYS providers full financial responsibility of youth who are in a supervised independent living placement i.e.: apartment of shared apartment setting. OYS providers are responsible for rent, utilities, and incidentals.
40	Section 1 - General Information	n/a	Amendments	Please provide what was changed in the Amendments to the RFP document and Protocol.	Please refer to question 3 of this document for the response to the OYS Protocol Amendment. The Older Youth Services RFP was amended to remove the language of the 20% match requirement under section 2.5 Cost Proposal.
41	Section 1 - General Information			In the current contract, most Budget 2 are apartment placed youth. How will Budget 2 youth be determined if they are in any setting?	A new referral will be created for budget 2 youth in other placement settings.
42	Section 4 - RFP Attachments		RFP Document	Is the difference between Budget 3 and 2, that 3 are CHINS and Budget 2 are Voluntary CHINS after age 18?	The difference between budget 2 and 3 is; budget 2 is DCS extended foster care program (called Collaborative Care) which is voluntary to the youth who want to reenter foster care and the youth must meet specific eligibility criteria. Budget 3 is a new program for youth who are CHINS and expected to age out of foster care.

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43	Section 4 - RFP Attachments	14	Attachment A - Service Standard	Can you please explain the following from page 14 of the Service Standard document? Who would be receiving a maintenance payment if the youth is placed in these settings? "The OYS providers are responsible for the foster care maintenance payment of youth placed in an apartment or shared apartment setting."	For budget 2 youth in a traditional foster care setting, i.e.: Foster Care, Licensed Child Care Placing Agency (LCPA) Residential Treatment Facilities, or Group home DCS is responsible for maintenance payment and the foster parent or other placement provider receive the payment. If the youth is in an extended foster care settings; i.e.: dorm or host home) - Dorm Youth in a dorm setting receive maintenance payment through a dorm per diem under the Dorm placement program which is not under this contract. Host Home - DCS is responsible for maintenance payment and the host home receives the payment like a foster parent. "The OYS providers are responsible for the foster care maintenance payment of youth placed in an apartment or shared apartment setting."
44	Section 4 - RFP Attachments	20	Attachment A - Service Standard	Our satisfaction surveys are completed quarterly and are anonymous, discharge is often unplanned or due to lack of engagement. What suggestions do you have to collect a satisfaction survey 30 days prior to discharge? Does this survey need to be specific to each program type or discharge from the overall OYS program?	Satisfaction surveys can be completed at anytime during the survey month, bi-monthly, quarterly based on each OYS provider process. The satisfaction survey can be general and also ask what specific program the youth is participating in. With the exception of budget 4 / Voluntary Services, OYS provider are in contact with DCS case manager and are more than likely apart of the youths team. Therefore, OYS provider will have knowledge of a youth expected discharge and a satisfaction survey can be completed timely.
45	Section 4 - RFP Attachments	26	Attachment B - Protocol	How is a youth determined to be Chafee OYS program or Transition to Successful Adulthood services at 16? What criteria to determine which is most appropriate?	Please see Attachment A, Older Youth Services Service Standards page 12 and Attachment B . Older Youth Services Protocol page 22 and page 24 for eligibility requirements. The OYS protocol has been updated with the correct age of 17.5 for Transition to Adulthood Successful Adulthood Services.
46	Section 4 - RFP Attachments	26	Attachment B - Protocol	Is the OYS Transition Coordinator a different position than the IL Successful Adulthood Coordinator? And are these DCS positions or provider positions?	These position are the same and can be identified as either title. These are not DCS positions. Their position for OYS providers.
47	Section 1 - General Information	35	Funding/financial	TV's have been added to startup supplies. Will providers be responsible for Wi-Fi and/or cable payments?	DCS - OYI strives to provide normalcy to all youth in out of home foster care participating in older youth services. Items such as a TV, internet/Wi-Fi, and cable are in start up and should be provided at the lowest and best cost. OYS provider should be identifying programs within their communities that offset cost of these item for youth with lived experience and include these cost in the youths budget as an expense.
48	Section 4 - RFP Attachments	1	Attachment I - Census	How many budget 3 youth do you anticipate annually per area?	Vendors may anticipate 85% to 95% of budget 1 youth identified in the Older Youth Services Census Attachment I may be budget 3 youth.
49	Section 1 - General Information	26	Service Delivery	Is the Successful Adulthood Team Meeting a CFTM? Referencing question 8 above and depending upon the defined roles, is there a specific form to be completed? Is the OYCM team still responsible for update the SATP every 6 months?	The Successful Adulthood Team meeting is not a CFTM; however, it can be conducted in conjunction with a CFTM. Question 8 references court ordered services. Please see the response to question 8. OYS provider is responsible for developing a form that reviews the Learning plan goal / objectives and progress of services. The OYS provider is responsible for completing the Successful Adulthood Learning Plan (Learning Plan or SAP) and the OYCM is responsible for completing the Transition Plan for Successful Adulthood (TPSA). These are two separate documents.
50	Section 1 - General Information	17 & 18	Funding/financial	At what point in the budget 2 referral do you see a youth participating in the Direct Financial Assistance program? Is there specific criteria needing to be met for this?	Please see Attachment A. Older Youth Services Service Standards page 17 - 19. Direct Financial Assistance is a services that can be provided for youth in an apartment at their transitioning out of foster care. Criteria is based on the youths learning plan progress and the need for experiential learning prior to the youth case closure. When a youth participates in the Direct Financial Assistance program should be discussed during CFTM or Successful Adulthood Team meeting with the youth and OYCM.
51	Section 1 - General Information	22 & 25	Eligibility	For B3, it indicates youth are eligible at 17.5 but it also mentions being eligible at 16. Which is correct?	The following information was updated in Attachment B OYS Protocol to correct the age to 17.5 for youth eligible to participate in TSA.
52	Section 1 - General Information	N/A	Funding/financial	If youth/young adults are not being required to work in B2 or B3 is it clear that expenses could increase for each of these youth?	No, Youth in Budget 2 and Budget 3 have more intensive services as they're expected to age out of foster care. Expenses for you are based on the youth learning plan and their own budget.
53	Section 1 - General Information	5	Funding/financial	While Direct Financial Assistance is defined as a stipend, would reimbursement also a written agreement?	Please see Attachment A. Older Youth Services Service Standards page 18 section G. Youth Reimbursement Program. "This agreement must be developed with the youth and the Older Youth Case Manager. The OYS provider may only reimburse youth for items eligible under Chafee supports and services and agreed upon in the reimbursement agreement."
54	Section 1 - General Information	14	Funding/financial	This section mentions foster care maintenance payment. Is this an error? If not, can you please provide additional information about the OYS provider paying foster care payments?	Please see the response to question 43. Also please see Attachment A. Older Youth Services Standard Section A page 15 "The OYS providers are responsible for the foster care maintenance payment of youth placed in an apartment or shared apartment setting."

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55	Section 1 - General Information	21	VCCA	Will all budget 2 youth be required to sign the VCCA? This has not been common practice up to this point.	As part of extended foster care federal and state policy requires all youth who participate in extended foster care (Collaborative Care) to sign a voluntary agreement. In Indiana - DCS this agreement is called a Voluntary Collaborative Care Agreement (VCCA).
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