

Amendment to the Request for Proposals (RFP)

**Issued By:
The State of Connecticut Children's Trust Fund**

Nurturing Families Network (NFN) Expansion of Program Services Areas of New Milford Hospital and Stafford Springs

Questions from the New Milford and Stafford Springs NFN Proposers
Conference January 11, 2007

Service Area

1. Question: How is the service area defined?

Answer: The service area for the Nurturing Families Network site would be the same as the service area for the hospital - either New Milford Hospital or Johnson and Memorial Hospital.

2. Question: What if the service area overlaps with other NFN programs?

Answer: Each site serves the families that give birth at the hospital designated within their contract.

3. Question: Would proposers be expected to have multiple sites if the service area is widespread?

Answer: No

4. Question: Are services to be provided in Connecticut only?

Answer: Yes

Staffing

5. Question: Do all of the staff need to be hired by Sept. 1, 2007 ?

Answer: No

6. Question: Are there any time or salary requirements for the individual who supervises the NFN program manager?

Answer: No

7. Question: Is a proposer able to hire personnel for the NFN programs once the contract is awarded

Answer: Yes

8. Question: Does there have to be specific personnel identified to carry out each job role before the grant is awarded or can they be identified as proposed future hires with specific skill sets and educational backgrounds?

Answer: Staff can be identified as proposed future hires with specific skill sets and educational backgrounds.

9. Question: What are the educational requirements for the clinical supervisor?

Answer: The clinical supervisors must have a master's degree in social work or related human service or social science field, and experience providing clinical supervision and working with vulnerable families.

10. Question: What is the required FTE for the program director?

Answer: The required FTE for the program director is .20.

11. Question: Is there flexibility in combining positions for economic efficiency?

Answer: Any of the part time positions can be combined except for the Nurturing Parenting Group and Children's Group facilitators – they need to be working at the same time.

12. Question: Is the CTF involved in interviewing process?

Answer: No

13. Question: How and what is involved in the approval of personnel?

Answer: The staff hired to work on the contract must meet the requirements for the position for which they are hired and be available to work the required hours.

References

14. Questions: What types of client references are being sought?

Answer: For purposes of the references required by this RFP under Section 3(e), "client" is defined as a individual or group of individuals, corporation, organization, or government entity that has purchased, used, been served by, or otherwise benefited from the proposer's services. Provide the following information for each reference: name, title (if applicable), name of company (if applicable), address, and telephone number.

Program

15. Question: Are there any guidelines to assist in setting up the proposed timetables for carrying out the steps for each of the NFN program components?

Answer: All policies, protocols and guidelines for carrying out the NFN program components are contained within the *NFN Policy Manual – 2007 edition*.

16. Question: Do we have to download the policy manual or can we receive a copy?

Answer: Proposers may contact Jacqueline Lewis, the Official State Contact for this RFP, and request a paper copy of the NFN Policy manual.

Contact information: (860) 418-8765 or Jacqueline.lewis@ct.gov
Children's Trust Fund, 450 Capitol Avenue, Hartford, CT 06106

The proposal

17. Question: Can two agencies collaborate on one proposal

Answer: Yes, if only one of the agencies submits a proposal.

18. Question: Will you be posting a list of all agencies that attended the proposer's conference?

Answer: No

19. Question: What types of agencies received information announcing this RFP?

Answer: Organizations involved in human services, health, education, and government.

20. Question: What types of agencies are currently providing NFN services?

Answer: Organizations involved in human services, health, education, and government.

21. Question: Where are the required contract qualifications for this RFP listed?

Answer: The required qualifications for proposers are listed on page 2 under Contractor Qualifications and on page 9 under Section 3 – Organizational Profile.

22. Question: Statement of work (B) – are you looking for just an affirmative statement agreeing to the conditions set forth?

Answer: Yes

23. Question: Conflict of interest – is there a particular form or is it just a statement?

Answer: Just a statement

24. Question: Can the work plan formatted be in chart?

Answer: No, proposers must follow the format in the example provided in the RFP.

Funding and Reporting Requirements

25. Question: Will there be a cost of living adjustment at the time of contract renewal?

Answer: The awarding of a cost of living adjustment is contingent upon a General Fund appropriation for that purpose.

26. Question: When are the funds dispersed?

Answer: Funds are dispersed on a quarterly basis.

27. Question: What are the ongoing reporting requirements?

Answer: Contracted agencies are required to submit monthly data to the University of Hartford on the tenth day of the following month, and an administrative and financial report to the Children's Trust Fund on a quarterly basis. Contractors are also required to submit to an annual single state audit to the Trust Fund and the Office of Policy and management. These requirements are subject to change.

28. Question: Do the "two (2) most recent annual financial statements" stand for the entire Audited Financial Statement including all accompanying notes?

Answer: Yes, because the two (2) required annual financial statements should be prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with GAAP. The state is not requiring that you submit a complete audit report.

Other

29. Question: Who is the authorized representative for this RFP?

Answer: Each proposer is required to designate an authorized representative and an alternate as described on page 4 of the RFP.

30. Question: If we have a question can we only contact Jacqueline Lewis?

Answer: Proposers may only contact Jacqueline Lewis, the Official State Contact for this RFP.

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