



Solicitation for Proposals for TDM Facilitator Services (SFP HS 11-08)

ADDENDUM NO. 1

Answers to questions submitted prior to the 4:00 p.m. deadline on August 17, 2011:

- 1. Question** What is the approximate number of TDMs/monthly the County anticipates using the contracted facilitators for in each area in the High Desert?
Answer There will be an approximate total of 60-70, with Victorville requiring 20-40; Barstow, 20-30; and Needles, 3- 5. However, County makes no assurances regarding minimum or maximum number of TDMs the Contractor will facilitate.
- 2. Question** What is the approximate number of TDMs/monthly that are 1) Emergency and 2) Transitional Conferences?
Answer There are approximately 50 Emergency TDMs and 20 Transitional Conferences held per month throughout the High Desert.
- 3. Question** Are the contracted facilitators covering all the TDMs in the High Desert Area or will the County staff still be conducting some?
Answer The County retains the discretion to conduct TDMs using CFS staff.
- 4. Question** Is there a set % for administrative/oversight cost in the fee for service?
Answer No, this is a fee for service contract and the cost charged to the grant for each unit of service is inclusive of all costs. .
- 5. Question** Are there any set up costs allowed?
Answer No. The payment is a flat-rate fee-for-service.
- 6. Question** Would the contracted facilitators be able to utilize the County's list of community partners?
Answer Yes, as appropriate and applicable to the needs of the family at the TDM
- 7. Question** Can further information be given on the type of statistical reporting required to fulfill this contract?
Answer Per Section F. 6. "Minimum Qualifications, the Proposer must have the administrative and fiscal capability to ensure an adequate audit trail." No statistical reporting is required. Contractor will maintain records of dates, times, durations, and types of services provided, names of facilitators assigned, case notes and actions taken, thorough documentation of TDMs held including meeting structures, plans, involved parties, resolutions and agreements, and records of feedback and follow-up.
- 8. Question** Would a Foster Family Agency contractor be considered a conflict of interest?
Answer Yes, as an FFA would not be a neutral third party.
- 9. Question** Is a budget required for submission?
Answer No.