

Questions Re: RFP for Consultant to the Community Oversight Board (COB) for the Philadelphia Department of Human Services (DHS)

**1. Is there an incumbent? Is there staff that will need to be transitioned? Is there a transition plan in place?**

There is no current contractor

**2. Have critical data elements been identified? If yes, what are they?**

Broadly, the work of the COB includes a focus monitoring the implementation of a set of 37 recommendations outlined by the original Child Welfare Review Panel. The report, along with the recommendations can be found on the COB website at <http://www.dhsoversightboard.com/>

Additionally, there are a specific set of child safety outcome measures that have been identified by the COB as key indicators of child safety. These outcome measures are monitored by the COB, and include:

- Rate of re-occurrence of maltreatment
- Severity of re-occurrence of maltreatment
- Rate of re-entry into care
- Rate of abuse while in care.

**3. Have benchmarks and milestones been established? If yes, what are they?**

Benchmarks for the COB include the issuing of annual reports, the establishment of a set of child well-being outcome measures, and the establishment and monitoring of a plan for the implementation of the Improving Outcomes for Children initiative.

**4. Have data collection tools been developed and are they currently being used to collect the data?**

No specific data collection tools have been developed for use of the COB. Child safety outcome measure data is taken from the DHS data system. A standardized reporting format has been developed by the COB and DHS for the quarterly in-person meetings.

**5. Is there an existing website? Could you provide specs for website?**

Yes. As stated in the RFP, the current COB website is:  
<http://www.dhsoversightboard.com/>

- 6. Is there a current data management system being utilized? If yes, will the contractor need to have a compatible in-house system? If yes, could you prove specs on the existing system?**

Again, DHS uses a data management system and reports there data to the COB. No in-house system will be required.

- 7. Given the tasks, does the COB have a vision for the staffing complement?**

The COB is open to a variety of staffing complements. The work implies a project lead who can coordinate with a smaller planning committee of COB members, contractor staff, as well as at times with DHS or city staff. Contractor staffing levels will likely vary for tasks such as coordinating meeting logistics, focus groups, and report-writing.

- 8. Will this be a fixed price or cost reimbursement contract?**

As stated in the RFP, the selected vendor will be paid on a fixed fee basis.

- 9. Will the contract be with the COB?**

The contract will be between the selected vendor and the Fund for Philadelphia, Inc. The chosen vendor is expected to work under the direction of the Chairperson of the COB.

- 10. Will on-site office space be provided to the contractor?**

No

- 11. Has a budget range been established?**

A suggested cost range will not be provided. We request that all proposals submit competitive fee proposals.

- 12. In Section 3 (Proposal Format, Content and Submission Requirements), there are page limitation specifications for several sections. Are there page limitations for the following sections: 1) respondent profile; 2) proposed scope of work; 3) statement of qualifications/relevant experience?**

No. Page limitation specifications only exist where noted in the RFP.

- 13. Please advise if there is a format for the submission of an application for the Consultant position for the COB.**

Yes. Please review the requirements stated in the RFP Section 3. Proposal Format, Content and Submission Requirements; Selection Process.