

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

Posted: March 23, 2012

- 1. In addition to the online submission, the RFP states that one original proposal is required. Is an original hard copy version due by April 11, 5 PM EST also?**

No, the hard copy can be postmarked by the specified date.

- 2. Please confirm that the hard copy original proposal is to be delivered to The FUND FOR PHILADELPHIA at City Hall, Room 708, Philadelphia, PA 19107.**

Yes

- 3. On page 4, the RFP states that “applicants may respond to one or more components within the scope of work. Applicants must clearly state whether they are responding to the full scope of work or certain components as part of their response.” On page 5, the RFP states that “provider should propose a price for completion of the entire scope of services for one year of service.” Does this mean that one can propose to conduct part of the work in the RFP or that one must propose conducting all of the work in the RFP?**

Applicants can propose to conduct part or all of the work in the RFP. Applicants must clearly state whether they are responding to the full scope or certain components. Applicants must propose a price for completion for one year of service for the portion of the work they propose to conduct.

- 4. Page 5 states the reporting requirements. Will monthly status reports be required? Will any annual or semi annual status reports be required for the Fund or any other funding partner?**

Some combination of status reports and billing detail will be developed in order to track consultant activities.

- 5. Will the chairperson of the COB be designating a primary contact person?**

Yes

- 6. How often is it expected that the Contractor be in contact with the COB chairperson or his designee? Will there be any additional meetings of the COB that the Contractor would support via conference call?**

Frequency of contact will depend on the level of activity at any given time. Yes, it is likely that there will be some conference calls that the contractor will provide support for.

- 7. Will the Contractor be asked to support in any way the work being done on the IOC?**

The COB will be providing oversight of the development and implementation of IOC. In support of the COB’s work, the contractor may participate in activities related to IOC.

8. Will the Contractor have a single point of contact with DHS?

The contractor may have multiple contacts in DHS, depending on the nature of the COB activities at any given time.

9. When will the two reports, interim and final, be due during the first and subsequent years? How much time is expected for review by the COB?

A full end of year report will be due at the end of 2012, likely to be delivered in Q1 2013. A 2012 interim report will likely be delivered in Q3 2012. Typical review times by COB members have been 2-3 weeks.

10. Compared to previous support provided to the COB, a new item has been added. This is: "support in creating products related to the COB's communication and outreach efforts, such as a media relations strategy, draft press releases, and talking points, outreach strategies and publications; and synthesizing analyses for distribution to the public." Does the COB or the City currently use a media consulting firm for such activities? Will the role of the Contractor be to work with the other communications contractors supporting the City or will the Contractor work independently with the project's own communication specialists?

The COB does not currently use a media consulting firm and it is expected that the selected vendor will be responsible for all COB communications/media work. At times, the selected vendor may work with the City's communications/press office, as necessary.

11. On page 7-8, certain sections have page limits, while others do not. Please indicate if there are any additional page limitations.

There are no additional page limits beyond what is described in the RFP.

12. In terms of meeting logistics, please confirm if the following assumptions are correct:

- a. No travel or per diem reimbursement of COB members will be required.**
Correct
- b. No hotel room reservations or hotel meeting room expenses will be the responsibility of the Contractor.**
Contractor may incur reimbursable travel expenses for travel to attend COB meetings or activities.
- c. DHS will arrange for all meeting rooms.**
Meeting room reservations are currently made by DHS. Contractor will work with DHS for some logistics, such as arranging for conference call equipment. Contractor will be responsible for other logistics, including meeting announcements and refreshments.
- d. The COB meetings will be one day in duration.**
Meetings have been one day in duration, and there is currently no plan to change this.
- e. The meetings will not be recorded.**
Meetings are not currently video-recorded. Contractor will be responsible to record meeting minutes, including synthesizing a list of action items and agenda items for future meetings.

13. Does the COB expect that the report will be printed and copies distributed to more than 15 persons?

Typically 25-30 copies of COB interim and full reports are printed.

14. What level of effort is expected for this scope of work?

The contractor is expected to complete all tasks to the best of their ability and at the highest possible quality.

15. In addition to attending the four COB meetings, what would be the estimated number of meetings that are expected by the COB which would take place in Philadelphia?

The COB does not currently have plans for additional meetings.

16. Can you provide a schedule for any major milestones of the work to support the COB, including:

a. Approximate dates of the COB meetings

Meetings are quarterly, remaining dates for 2012 are in June, September and December.

b. Delivery dates for the interim and annual reports

Delivery dates have not been predetermined, typically interim reports are delivered in Q3 and annual reports in Q1 of the following year.

c. Approximate dates of any additional products or meetings that are envisioned No additional products or meetings scheduled at this time.

17. Can you provide an estimate of the proportion of effort that might be allotted to each of the 5 main areas of endeavor: monitoring and verification of implementation of CWRP and additional recommendations; support of COB efforts to monitor child well being; report writing; communications and outreach; and meeting planning and logistics?

During this phase of the COB's work, the contractor is likely to put more effort into structural support of the COB, including report writing, communications and outreach, and meeting planning and logistics. Support for the development and monitoring of child well being outcomes will likely play an increasing role over the term of the contract.

18. Is it correct to assume that the data needed to monitor the implementation of the CWRP, additional recommendations, and child well being, are currently provided by DHS or DHS already is planning on delivering the specified data?

Correct

19. May former Philadelphia COB members be used as references?

Yes, although we suggest you include additional references as well.

20. Is there any preferred format or page limit for resumes? Also, should the resumes be submitted in a separate file or document?

While there is no preferred format for resumes, each resume should not exceed five pages each. The resumes and proposal should be submitted in the same document.

21. 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

22. 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.

23. 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.

24. 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.

25. 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/>

26. 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 provide 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.

27. 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.

28. Will this be a fixed price or cost reimbursement contract?

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

29. Will the contract be with the COB?

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

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

No

31. Has a budget range been established?

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

32. 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.

33. 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.